



Every child and youth living at their full potential.

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Through a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Senior Communications Specialist (Full-Time Contract)

- 37.5 hours per week (1FTE)
- May 2024 – March 28, 2025
- Salary: \$70,492 - \$82,465 per year, depending upon experience
- Hybrid

Under the supervision of the Chief Communications Officer/Executive Lead, Strategic Communications, Partnerships and Engagement, the Senior Communications Specialist leads development, execution and evaluation of strategic internal and external communications plans and tactics for Grandview Kids' diverse audiences; works independently and proactively to seek out opportunities for contributions, identify needs within the organization, and demonstrates the ability to take initiative; provides strategic communications counsel to organizational leadership to build capacity; liaises with external partners and organizations to co-develop shared communications strategies, tactics and programs for collaborative initiatives; maintains a safe work environment; and carries out other duties as assigned.

Responsibilities

The Senior Communications Specialist leads development, executive and evaluation of strategic internal and external communications plans and tactics by:

- writing, editing and designing key publications, media materials and documents, including flyers, print ads and editorials, external correspondence, digital content, promotional materials and email campaigns;

- supporting enterprise communications including activities to develop and maintain organizational reputation, engagement and publications;
- providing communications leadership for key internally and externally focused initiatives, projects and events and managing end-to-end communications activities for these projects and initiatives;
- drafting and updating internal communications materials, such as staff communications and SharePoint intranet content;
- drafting and updating external communications materials, such as website, social media, newsletters, news releases and speeches;
- planning and managing small and large-scale events;
- monitoring adherence to corporate brand standards for internal and external marketing materials;
- leveraging strategic communications as key enabler of change management in support of organizational priorities and projects;
- providing strategic communications counsel to leadership with an understanding of the current environment to support priorities and projects;
- recommending and implementing strategic and tactical communications aligned to leading practices;
- building internal communications capacity through knowledge mobilization of leading strategic communications approaches; and
- liaising with external partners and organizations to co-develop shared communications strategies, tactics and programs for collaborative initiatives.

Qualifications

- Post-secondary education, minimum of four-year diploma/degree in Journalism, Communications, Marketing, Public Relations, or English.
- Minimum 7 years relevant communications experience including strategic planning, communications planning, issues and reputation management, and media relations.
- Comprehensive understanding of fundamental principles of communications planning, execution and measurement.
- Demonstrated experience in:
 - Editorial design, CP Style, and graphic design
 - Computer and graphic design skillset, including: Office; Photoshop; Illustrator; InDesign; Website software; presentation tools; Canva
 - Social Media platforms and tools.
- Expertise in change management and engagement methodologies and leading practices.
- Experience developing content adhering to the Accessibility of Ontarians with Disabilities Act (AODA).
- Strong ability to work independently and proactively to seek out projects and needs within the organization and take initiative to accomplish with minimal supervision.
- Demonstrated business acumen to provide strategic advice to senior leaders and interact with executives and maintain discretion with confidential information.
- Proven track record as a collaborative multi-tasker that can pivot to support proactive and reactive communications, under demanding deadlines.
- Strong emotional intelligence (EQ), interpersonal skills and strong team collaborator.

- Experience managing end-to-end communications activities for internal projects and initiatives.
- Demonstrated strategic approach in problem-solving for development of innovative communications solutions.
- Experience working with media monitoring and social media platforms and tools in a professional environment with demonstrated expertise of social and digital media.
- Experience in a health care, not-for-profit or association environment.
- Ontario driver's licence and access to a reliable vehicle is an asset.

You are a superior communicator, both written and verbal with excellent writing abilities, including research, interviewing, fact-checking and proofreading. You have exceptional organizational and time management skills and interpersonal skills that foster strong relationships with internal and external audiences. You have excellent attention to detail and excel in a high-volume environment to meet strict deadlines. You are flexible to support and attend various events and locations.

How to apply

Please forward your resume clearly stating Job 24.10 outlining your interest to careers@grandviewkids.ca by 5:00 PM April 26th, 2024.

Our commitment to belonging.

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

Land acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.