



Pathways Health Centre for Children, Sarnia

Pathways Health Centre for Children is a family-centred community agency serving children and youth with physical, developmental and communication needs and their families as well as adults for selected specialized services in Lambton County. The Centre provides a full range of family-centred rehabilitation and support services. Aquatic programs in our therapeutic pool are open to people of all ages and abilities in the community. There is also an integrated childcare service (C.A.C.H.É.) on site.

Pending approval for funding under the Canada Summer Jobs Program, we are recruiting for a summer contract position to join our team of professionals as a:

VOLUNTEER SERVICES & MEDIA RELATIONS ASSISTANT (up to 35 hrs per week)

The successful candidate will develop identified key elements of the Communications and Community Engagement Plan including:

- Community newsletter framework
- Social media planning, posting and monitoring
- Creation of messaging around specific events
- Enhance digital presentations for use in the community
- Develop messaging for various communications opportunities
- Alternative duties may be assigned to support populations facing new vulnerabilities under COVID-19.

The successful candidate will support Volunteer Services including:

- assist with the co-ordination of volunteers at events,
- support the Special Events Lead at events
- maintenance of the volunteer database
- provide reception coverage as needed

The successful candidate will begin May 2024.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Public Relations / Communications degree program or Event Planning, Fund Development field with previous volunteer experience with a not-for-profit health or social service organization and experience writing for various audiences
- Strong organizational, interpersonal and communication skills
- Available to work flexible hours including evening and weekend work as necessary
- Valid Ontario Driver's License and adequate liability insurance or have ongoing access to a vehicle and driver, must be able to provide own transportation to events
- A Police Vulnerable Sector Check is required

This position is available through funding from Canada Summer Jobs (The Government of Canada) and as such applicants must meet all the following criteria to be eligible:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations

*International students are not eligible.

SALARY: \$16.55/hour

Pathways Health Centre for Children strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from women, visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Pathways is committed to employment equity and diversity in the workplace.

Accommodations are available for applicants with disabilities throughout the recruitment process.

Interested applicants are requested to email or fax their resume and cover letter **by April 26, 2024** to:

HR@pathwayscentre.org

Thank you in advance for your interest; only those selected for an interview will be contacted.