



## WEENEEBAYKO AREA HEALTH AUTHORITY

### Human Resources Department

P.O. Box 664, Moose Factory, Ontario P0L 1W0

Tel: 705-658-4544

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[www.waha.ca](http://www.waha.ca)

## EMPLOYMENT OPPORTUNITY:

**Title:** Corporate Communications Associate  
**Division:** People, Performance, and Clinical Support  
**Site:** Weeneebayko General Hospital  
**Reports to:** Director of Corporate Communications and Strategic Partnerships  
**Status:** Permanent Full-Time

The Weeneebayko Area Health Authority (WAHA) is seeking an interested professional to fill the key role of **Corporate Communications Associate**.

### The Organization:

**Weeneebayko Area Health Authority (WAHA)** is the leading health care provider on the western James Bay coast. WAHA comprises of hospitals in Moose Factory, Fort Albany, and Attawapiskat, with a Health Centre in Moosonee. WAHA also provides regional outpatient programs, as well as Paramedicine services in Moose Factory, Moosonee, Fort Albany, Kashechewan, Attawapiskat, and Peawanuck. The span of services, complexity of care needs in the region, and the depth of health integration has made WAHA a leader and a model of health care services in Northern Ontario. WAHA consists of 450 employees, a Physician team, many students, as well as community stakeholders. It is affiliated with Queens University and offers many educational opportunities for current and prospective team members.

### Position Profile Requirements:

- Demonstrated ability to maintain workload and prioritize competing responsibilities in a fast-paced environment
- Critical thinking and organizational skills, and an experienced problem solver
- Interest or knowledge of communications principles and practices
- Able to work within a team while supporting colleagues in their roles
- Customer service focused with an ability to bring positive change throughout the organization
- Commitment to develop, grow, and learn about the corporate communications field

### Key Responsibilities:

- Assist in managing the social media accounts of the organization
- Work with team to develop, implement, and monitor communications platforms
- Implement an open communication feedback loop aimed at increasing cross-departmental communication
- Create graphics for postings, monitor feedback, and provide suggestions for key communications initiatives
- Provide support to all team members to ensure departmental tasks and initiatives are completed in a timely manner

### Qualifications and Experience:

- Diploma in Communication, Business Administration, a related field, or a willingness to obtain is required
- Two to three years of experience in an office and or healthcare corporate setting
- Knowledge, or interest in corporate communications, communications principles, and social media tools
- Experience with graphic design tools
- Experience and knowledge of the Cree people of the Mushkegowuk region is an asset
- Experience of the provincial and federal health systems is considered an asset

### How to Apply:

The successful candidate must provide a valid **Criminal Record Check** within a specified time frame.

Please apply in writing, providing three recent work references, quoting Competition #2021-057 by **Tuesday March 30, 2021 by 12:00pm noon** to:

**Human Resources  
Weeneebayko Area Health Authority  
P.O. Box 664  
Moose Factory, ON P0L 1W0**

- Resumes can be emailed to [jobs@waha.ca](mailto:jobs@waha.ca) or faxed to 705-658-4917
- For more information contact the HR team by email above
- Only those selected for an interview will be contacted
- Internal applicants who meet the qualification and experience requirements and are in good standing with the organization's attendance management policy are strongly encouraged to apply

Weeneebayko Area Health Authority is an inclusive employer. Accommodations are available in accordance with the Ontario Human Rights code and Accessibility of Ontarians with Disabilities Act, 2005.

Posted: March 16, 2021