



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Internal Communications Officer
Department:	Corporate Services
Reports to:	Senior Director, Human Resources and Organizational Development

PURPOSE OF ASSIGNMENT

The Internal Communications Officer implements projects to develop a sustainable region-wide internal communications strategy by creating internal communications tools and content for United Way East Ontario staff and stakeholders.

RESPONSIBILITIES

Implement internal communications projects across the organization:

- Research best practices to improve current communications tools
- Coordinate and implement the newly-created communications plan to support change management
- Draft staff-wide email communications
- Create and update PowerPoint presentations
- Liaise with branch offices and across departments for cohesive communication
- Introduce best practices through templates and communication processes
- Create and execute internal communications initiatives

QUALIFICATIONS

- Experience in Public Relations, HR, Change Management, Communications or a related field
- Demonstrated experience in internal communications writing communication pieces
- Strong writing and editing skills

- Strong proficiency in M365 Suite (Outlook, PowerPoint, Teams, OneDrive, SharePoint)
- High energy level with a flexible approach and willingness “to do whatever it takes to get the job done with integrity”
- Strong organizational and time-management skills to balance multiple priorities and share and promote best practices
- Bilingualism preferred

TIME COMMITMENT

This assignment is a 9-12 month full-time opportunity and includes professional training. The candidate must be available for the full duration.

BENEFITS OF THIS ASSIGNMENT

- Apply and refine professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Self-Management; Thinking; and Organizational
- Learn more about the region and its communities, including changing demographics, unique aspects of specific communities, and the role of United Way East Ontario
- Contribute to making our community stronger, healthier and safer for all
- Seize the opportunity to work in a dynamic not-for-profit community organization

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to jgsteil@unitedwayeo.ca Please copy your manager in your submission.