



Job Title: Communications Coordinator

Job ID #: RHO 10-0207

Department: Rainbow Health Ontario

Reports To: Director, Rainbow Health Ontario

Affiliation/Union: UFCW, Local 175

Salary Range: CS4 - \$54,999.00 to \$68,239.50

Status: Full Time

Hours: 37.5 hours per week

Rainbow Health Ontario (RHO) is a province-wide program designed to improve access to services and to promote the health of Ontario's lesbian, gay, bisexual and trans (LGBT) communities. RHO is a program of Sherbourne Health Centre (SHC) – a free-standing health centre providing innovative health care to all the diverse populations of southeast Toronto with special focus on people who are homeless, the LGBT communities, and newcomers to Canada. RHO works with LGBT community groups, health and social service providers, as well as researchers and policy makers using three main approaches: providing information and consultation; promoting education and training; and fostering research and policy initiatives. Each Coordinator oversees activities in several regions of the province and provides support to RHO Community Outreach Team members living in those areas.

Responsibilities

A. Health Communications (lead role)

- ▶ Work with French Services Coordinator to maintain a fresh, comprehensive and interactive website that is accessible to service providers, researchers, LGBT communities, and the general public in both official languages.
- ▶ Develop communications strategies and educational materials (print, web-based and multi-media) to support RHO and partner initiatives.
- ▶ Organize systems and protocols to manage regular on-line database updates, surveys, use of discussion boards, web-based training, etc. Maintain RHO's HONcode accreditation.
- ▶ Develop systems and processes for the launch and ongoing operation of RHO's online store.

B. Community Development and Health Promotion (shared with other coordinators)

- ▶ Provide day-to-day direction and support to at least four part-time RHO Community Outreach Team members based in areas of the province corresponding to the Local Health Integration Networks (LHINs)
- ▶ Support the development of local networks, events and partnerships in at least four areas of the province with the goal of increasing community engagement and responsiveness to LGBT health issues.
- ▶ Provide training and consultation regarding LGBT health and social issues, current research knowledge and culturally competent care to a wide range of audiences.

- ▶ Research and synthesize information to create high quality written materials in a variety of styles for websites, newsletters, presentations, etc.
- ▶ Participate in the planning and facilitation of semi-annual Community Outreach Team Meetings and bi-annual Provincial Conference

Qualifications

- ▶ Education at a Masters Level plus at least 3 years' experience in a health care or social service environment with a focus on health promotion, community development, communications, or equivalent mix of education and experience.
- ▶ Demonstrated experience in web-site writing and maintenance, production of health education materials, communications for the non-profit sector, media relations.
- ▶ Knowledge of the health and social issues faced by diverse LGBT communities in Ontario
- ▶ Excellent interpersonal skills: verbal and written communication; ability to motivate; problem-solve; and handle conflict.
- ▶ Ability to take on multiple responsibilities and to manage tasks and projects with minimal supervision.
- ▶ Knowledge of anti-oppression principles and understanding of the geographic, ethno-racial and social diversity of Ontario's LGBT populations.
- ▶ Demonstrated software skills (MS Office, Email, Power Point, Excel)
- ▶ Valid driver's license
- ▶ Fluency in languages besides English an asset, especially French.

As an employer, Sherbourne Health Centre is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity.

We offer competitive compensation and benefits, including participation in the Hospitals of Ontario Pension Plan (HOOPP) and professional development.

For more information go to www.sherbourne.on.ca and www.RainbowHealthOntario.ca

Please send letter of interest and résumé quoting Job ID# RHO 10-0207 by **Monday March 29th at 9am to: myjob@sherbourne.on.ca**

We thank all applicants for their interest but only those selected for further consideration will be contacted.