



The Children's Aid Society  
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance  
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

**We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.**

We are currently seeking a skilled and committed individual to join our team as a:

### SENIOR MANAGER of COMMUNICATIONS

Regular Full Time (34 hours per week)

Reporting to the Executive Director, the Senior Manager of Communications supports the Agency in developing and supporting the branding of Hamilton CAS in order to further the mission and values as well as the strategic vision of the organization. In doing so the position services as the lead internal resource specialist on all communications issues and public relations.

#### Major Responsibilities:

- Develop and implement a multi-year communication strategy;
- Create content that helps drive public awareness, engagement and education while inspiring action;
- Works in conjunction with the Executive Director and the Board of Directions to provide a strategic direction for the Agency through the development of a multi-year comprehensive marketing and communications plan;
- Provides Senior Team with media awareness training and consultation related to critical communications activities;
- Develops strategic actions to deal with, and to respond to, communications opportunities in a proactive manner and make recommendations to the Executive Director and, as required, to the Board and Committees as to appropriate action;
- Supports communication to ensure HCAS is represented in a diverse and inclusive organization in all its messages, images and actions reflecting the Agency's commitment to diversity, equity and inclusion;
- Develops and supports web content of the Society's internal and external website. Ensures information is accurate. Generates new content for websites and maintains existing content;
- Acts as the main point of contact for all media enquires and directs all appropriate media inquires to the Executive Director;

#### Key Qualifications:

- University degree preferable in journalism or communications, in addition to appropriate training in Communications;
- Preference for candidates with a minimum of five years' experience related to strategic communications development and implementation;
- Strong written and oral communication skills, fluency in French an asset;
- Demonstrated creativity, innovative thinking and enthusiasm;
- Ability to excel in a fast-paced environment and ability to anticipate communication needs of the organization;
- Available to work flexibly hours

*All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.*

Interested applicants should submit a current resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #037/19**) by **Friday November 8, 2019**,

*Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.*