



Now Hiring: Public Relations, Communication & Foundation Coordinator

Espanola Regional Hospital and Health Centre
Full-Time · 37.5 hours/week

Are you a creative communicator with a passion for building community connections and making a meaningful impact in healthcare?

Join us at **Espanola Regional Hospital and Health Centre**, where we are committed to fostering a *strong, healthy, and vibrant community for all*.

We are seeking a dynamic **Public Relations, Communication, and Foundation Coordinator** to help shape our public image, elevate our brand, and lead meaningful fundraising initiatives that directly support patient care.



Why This Role Matters

As a key member of our **Human Resources** team, you will promote the hospital's mission of *leading the way to health and well-being* by sharing stories, engaging the community, and strengthening relationships with donors, media partners, stakeholders, and local organizations.

Your work directly supports enhanced care, improved services, and community trust.



What You'll Do

Public & Media Relations

- Develop and maintain strong relationships with local, regional, and national media.
- Prepare engaging press releases, media kits, and coordinate press coverage.

Community Engagement

- Promote and organize community events, outreach initiatives, and public information sessions.
- Represent the hospital and foundation at local events.

Crisis Communications Support

- Assist Senior Leadership with clear, timely messaging during emergencies and sensitive situations.

Digital & Social Media Management

- Oversee all social media channels with a focus on compelling, consistent content.
- Monitor online reputation and guide public inquiries.

Website Content & Accessibility

- Maintain and update the hospital website.
- Partner with departments to keep content accurate, timely, and accessible.
- Monitor analytics and ensure compliance with privacy and healthcare standards.

Brand Leadership

- Ensure consistency across all organizational messaging and materials.
- Develop and maintain the hospital's branding package.

Foundation & Fundraising Coordination

- Plan and execute major foundation events (golf tournament, radiothon, donor events).
- Lead donor stewardship, communications, and fundraising campaigns.
- Prepare grants, impact reports, and donor acknowledgments.
- Maintain confidential donor records and support board activities.



Qualifications

- Post-secondary diploma/degree in PR, Communications, Marketing, Business, or related field.
- 3–5 years of experience in PR, communications, fundraising, or nonprofit development (healthcare preferred).
- Exceptional writing, editing, and verbal communication skills.
- Strong project management and multitasking abilities.
- Proficiency with social media, CMS platforms, and basic graphic design tools.
- Knowledge of healthcare regulations, privacy laws (e.g., HIPAA), and ethical fundraising practices.
- Strong interpersonal skills with the ability to build relationships across diverse groups.
- Crisis communication and accessible communication experience considered an asset.

Working Conditions

- **37.5 hours/week**, with some evenings and weekends for events and crisis response.
- Local travel for outreach and donor engagement.
- Collaborative, fast-paced environment requiring adaptability and initiative.

This position offers a competitive compensation pack including paid vacation, sick leave, health and dental benefits, life insurance, and HOOPP pension. Starting wage is \$32.123/hour - \$36.156/hour.

To apply please email your resume outlining your relevant experience to:
recruitment@esphosp.on.ca

The Espanola Regional Hospital and Health Centre is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

