

# 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](mailto: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.

