



Victoria General Hospital  
**FOUNDATION**  
 HEALTHIER FUTURES

## Communications & Public Relations Assistant (Summer Term Position)

**Posting End Date:** May 20, 2020

**Anticipated Start Date:** June 1, 2020

**Anticipated End Date:** August 28, 2020

**Shift:** Days

**Daily Hours Worked:** 7.75

**Hours per week:** 38.75

### Description:

Reporting to the Communications & Public Relations Manager, the Communications & Public Relations Assistant is responsible for assisting in the coordination and implementation of all communications activities.

### Roles and Responsibilities:

- Assists in writing and producing promotional material in-house or in coordination with outside agencies.
- Assists in the coordination and/or promotion of special fundraising or promotional events.
- Assists in the coordination and management of all electronic communications, including website, social media and email.
- Assists with other administrative tasks as required.

### Education and Experience:

- Obtained or are currently pursuing a degree or diploma as a full-time student in a post-secondary communications, marketing and/or public relations vocational or technical program;
- Is a youth between the ages of 18 and 30 at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

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TheVicFoundation.ca



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 email: foundation@vgh.mb.ca

**Knowledge and Skills:**

- Proficient in all Microsoft Office applications.
- Excellent verbal, written and interpersonal skills required, with a flexible approach to problem solving.
- Ability to foster positive relationships with staff, board, donors and other key stakeholders.
- Experience in Adobe Creative Suite including Photoshop, Illustrator, and InDesign considered an asset.
- Experience in graphic design considered an asset.

**Interested candidates are encouraged to email their cover letter and resume to Temi Bamgbose at [tbamgbose@vgh.mb.ca](mailto:tbamgbose@vgh.mb.ca).**

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

We thank all applicants but only those selected for an interview will be contacted.

**About Victoria General Hospital Foundation**

Victoria General Hospital Foundation is dedicated to advancing healthcare at the Victoria Hospital and in our community to create healthier futures for us all. Since 2009, we have invested more than \$15 million in innovations that enhance patient care, prevent disease and injury, and improve the overall health and well-being of our community.