

EMPLOYMENT OPPORTUNITY



NIAGARA CATHOLIC

ABOUT US

NIAGARA CATHOLIC SERVES MORE THAN 20,000 STUDENTS AND THEIR FAMILIES THROUGHOUT NIAGARA.

LARRY HUIBERS
CHAIR OF THE BOARD

CAMILLO CIPRIANO
DIRECTOR OF EDUCATION

CONTACT INFORMATION

Phone: 905-735-0240
Address: 427 Rice Road
Welland, Ontario L3C 7C1
Email: hr@ncdsb.com

SOCIAL MEDIA

f @NiagaraCatholicDSB
t @niagaracatholic
i @NiagaraCatholicDSB

PRIVACY STATEMENT

Personal information about applicants is collected under the authority of Section 171 (10 (3) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.

ACCESSIBILITY ACCOMMODATIONS

The Niagara Catholic District School Board is committed to accommodating the individual needs of job candidates within our recruitment processes, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted by the Niagara Catholic District School Board, please advise if you require an accommodation.

Communications Specialist

Are you passionate about storytelling and sharing good news? Are you looking for an opportunity to be an online influencer? Do you have an eye for design? If you answered yes to these questions, we'd love to get to know you.

The Niagara Catholic District School Board invites applications for the position of Communications Specialist to join our team. Our Communications Specialist will work collaboratively and strategically with our Communications Officer, supporting internal and external Board communications, marketing and branding to support our Strategic Plan.

WHAT YOU WILL DO:

- Enhance internal and external engagement
- Create content geared toward attracting young families to Niagara Catholic
- Support all Niagara Catholic branding initiatives
- Promote the Board on social media
- Analyze risk and reputational damage when creating content for social media
- Support the Board's Communications Officer and Senior Staff in developing content that aligns with the Board's Multi-Year Strategic Plan
- Proofread and edit content
- Serve as a Photographer/Videographer
- Assist with media relations
- Update Board website and social media platforms

WHAT YOU BRING:

- University degree or college diploma in Marketing, Public Relations or Journalism
- Minimum two years' communications, marketing, or journalism experience
- Outstanding verbal and written communication skills
- Excellent presentation skills with a keen eye for detail
- Strong organizational and time management skills
- Ability to set priorities, multi-task and meet deadlines
- Strategic thinker and problem solver
- Highly computer literate with proven social media expertise

Permanent Full Time position

RATE OF PAY: \$49,659.85 - \$55,177.59

Interested applicants are invited to apply by forwarding a covering letter and current resume, including two work references no later than Friday, October 22, 2021 to: human.resources@ncdsb.com

Please include in the subject line of your e-mail, the position to which you are applying.

We thank all candidates for applying however, only those selected

for an interview will be contacted.