



Position Title: Communications Coordinator
Reports To: Director, Communications and Policy
Position Type: Full-Time
Location: Halifax, Nova Scotia

About Us

The College of Physicians and Surgeons of Nova Scotia serves the public by regulating the province's medical profession in accordance with the *Nova Scotia Medical Act* and its regulations. Among other responsibilities, the College licenses physicians to practise medicine, supports high standards of medical practice and investigates complaints about physicians.

The mission of the Communications and Policy Department is to oversee the development and maintenance of professional standards and to direct the College's communications with the public, the profession, and stakeholders within the field of health care.

Our Opportunity

If you are someone who enjoys a multi-faceted role in a fast-paced and dynamic work environment this might be the job for you! Reporting to the Director, Communications & Policy, the Communications Coordinator will be an integral role within this fast-paced, three-person department. You will assist the Director to ensure the smooth operation of the Communications & Policy Department. Key responsibilities include:

- Media monitoring including the tracking of trends and emerging issues in health care as well as compiling and distributing a daily newsletter,
- Proofreading web and print materials,
- Updating content on the College website by way of WordPress,
- Social media monitoring,
- Overseeing the professional standards and guidelines catalogue (formatting, updates, archiving, and version control), research on specific topics, review of regulatory trends, preparing committee materials,
- Meeting support by way of coordinating all meeting logistics, preparing meeting materials, note-taking of meeting proceedings,
- Collaborating with other departments on various projects throughout the College, and
- Other administrative tasks as required.

About You

You are a collaborative, team player who takes personal accountability to deliver on what is expected in your role and you strive for excellence every day. You have post-secondary education in a related field or equivalent work experience.

You have excellent communication, interpersonal, prioritizing, and organizational skills. You are curious, detail-oriented, diligent, and willing to take on challenges with confidence and have a flexibility to learn.

Strong verbal and written communication skills are essential for this role, as is experience with managing projects. You have a proven ability to establish and maintain productive and collaborative working relationships with colleagues, as well as a strong administrative support skills. You also enjoy working in a fast-paced team environment and rolling up your sleeves to get things done.

You can work under pressure, prioritize goals, and allocate time efficiently. You flourish in a dynamic, changing environment by keeping informed and connected within your role and the College.

Qualifications

- Undergraduate degree or community college certificate or equivalent work experience in communications, public relations, or a related management-focused discipline
- Proven experience organizing, planning and implementing projects
- Excellent computer literacy with emphasis on accuracy in MS Office Suite including PowerPoint and Excel, and ability to readily learn new systems
- Excellent proof-reading skills
- Ability to communicate positively and effectively in verbal and written form, excellent command of grammar
- Work independently to perform advanced, diversified, and varied administrative duties
- Maintain and coordinate a dynamic calendar, including coordinating meetings and conference calls along with meeting notetaking
- Prepare, compose, and initiate correspondence, presentation material, reports and other documents
- Ability to problem-solve, make recommendations, and take action based on best available information and input from others
- Ability to work under minimal supervision while prioritizing a workload with multiple concurrent demands
- Excellent interpersonal, communication, decision-making, and assessment skills

The College of Physicians and Surgeons of Nova Scotia supports a healthy work-life balance. We offer a competitive salary and benefits package including health and dental insurance, group pension plan, health and wellness allowance, educational assistance, and professional development opportunities.

Application Procedure

If you qualify for the above position, we invite you to apply with your resume and cover letter stating salary expectations. Please apply by via email to careers@cpsns.ns.ca.

The College of Physicians and Surgeons is committed to fostering a work environment that values diversity and is free of discrimination. We welcome candidates with diverse abilities and backgrounds. **If you are a qualified candidate of an employment equity group, you are encouraged to self-identify in your cover letter.** If you require accommodations during the recruitment process, please contact Human Resources at careers@cpsns.ns.ca.

Applications will be received until the position is filled. Only those applicants chosen for an interview will be contacted.