



Employment Opportunity

Position: Manager of Communications and Stakeholder Relations

Position Type: Full Time

Employment Terms: Permanent

Compensation: Competitive Non-Profit Sector wages and compensation package, including a health and dental program, employer-matched pension, flexible work schedule and four weeks' annual vacation.

Position Location: JHSS Regina office. Travel will be required as part of this position, at times last-minute or extended.

Application Process: Email resume and cover letter to HR Recruitment at HR@sk.johnhoward.ca. JHSS appreciates the effort of all applicants who apply for this role, however only those selected for an interview will be contacted.

Apply By: 3:00 pm (CST), March 3rd, 2023

Program Background: Integrated Youth Services is a national and international movement, aimed at transforming how youth, ages 12 to 25, and their families find and access the resources, services, and supports they need.

Integrated Youth Services (IYS) offers a one-stop centre in the community, providing rapid access to quality, evidence-based, integrated, culturally safe, youth-targeted services and supports, with a focus on prevention and early intervention.

Integrated Youth Services offers a range of core services that include, but are not limited to, the following key supports:

- mental health and substance misuse services;
- primary care, sexual health, and harm reduction services;
- education, employment, and training supports;
- social and community services;

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- youth and family peer support; and
- other services as identified by community need.

The John Howard Society of Saskatchewan has been selected to lead Integrated Youth Services (IYS) as the Backbone organization in Saskatchewan. The Backbone organization is responsible for implementing a consistent and comprehensive provincial IYS model, as well as establishing and fostering collective and strategic partnerships. It is also responsible for providing leadership, provincial direction, and ongoing support for long-term operation of a minimum of three physical IYS sites in Saskatchewan in addition to virtual services.

Job Summary: The John Howard Society of Saskatchewan is seeking an experienced **Manager of Communications and Stakeholder Relations** to join our IYS Backbone Team. As a member of the Backbone Team, the Manager will focus on raising awareness and participation in IYS initiatives being implemented network-wide, and on coordinating communications activities with IYS sites. Communications tasks will have a broad stakeholder audience including youth and caregivers, service partners, funders, policymakers, and the general public using a variety of media, social media, and by planning and executing announcements and events.

Duties: Reporting to the Director of IYS and working closely with IYS Backbone Team, the responsibilities of this position will include the following:

- Researches, writes and edits content for print, digital and in-person communications activities, for both internal and external audiences, including tailoring key messages for a wide variety of communications channels.
- Implements communications strategy, with a focus on raising awareness and participation in IYS initiatives being implemented network-wide, and on coordinating communications activities with IYS sites.
- Works with the Backbone Team and key stakeholders to execute communications strategies and plans that engage, inform and meet the needs of the various stakeholder and partner groups.
- Works with IYS sites to support communications and brand activities, including onboarding with communication tools and templates, formatting promotional tools, and supporting web page development and maintenance.
- Produces communication materials and activities from information provided by stakeholders and group partners, including articles, videos, presentations, bulletins, briefing notes, FAQs, web copy, events and content.

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- Prepares high-level reports and updates to communicate activities and outcomes for the purposes of being accountable to stakeholders including funders.
- Collects and catalogues stories about the IYS experience from youth, caregivers, service providers and other stakeholders for inclusion in communication materials.
- Supports the research, writing, editing and formatting of organizational guides, resources and documents. Reviews and formats documents before they are published to ensure they are consistent with brand guidelines.
- Support content development of JHSS' online platforms for the IYS Initiative, including providing feedback and consultation; support the creation of social media and/or public awareness campaigns; and work in partnership to ensure broad reach to target audience.
- Assists and/or coordinates other projects, special events and activities as required.
- Assist IYS Team with general communications and editing.
- Perform other related duties as assigned.

Education, Training, and Experience:

- Diploma or degree in a relevant field and at least two (2) years' experience with social media, media relations, and event planning or an equivalent combination of education, training and experience.
- Experience speaking at public events is an asset.

Knowledge, Skills, and Assets:

- Demonstrated excellent writing, editing and proofreading skills, with exemplary attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Ability to tailor messages for a variety of channels and audiences to match informational needs.
- Ability to work collaboratively with others to produce effective deliverables and campaigns.
- Ability to implement digital communications activities with proven social media skills.
- Demonstrated project management, prioritization, and coordination skills.
- Strong computer skills in desktop applications and electronic communications technology, publishing and web-based communications.
- Ability to operate related equipment.
- Physical ability to perform the duties of the position.

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- Demonstrated ability to coordinate events for communications purposes.
- Demonstrated ability to work well under pressure to meet tight deadlines.
- Excellent interpersonal skills and ability to work with individuals at all levels of the organization.
- Strong time- and project-management skills, with an ability to effectively respond to complex and competing priorities in a large-scale, collaborative initiative.
- Demonstrated ability to organize and prioritize work, at times in fast-based or changing environments.
- Ability to work collaboratively with others to produce effective deliverables.
- Proficient in Microsoft 365 (Teams, Excel, Word, SharePoint, etc.), virtual meeting software, and other applications relevant to the position.

JHSS Workplace Culture and Accountabilities: As part of the JHSS Leadership Team, the successful candidate will be responsible for the following:

- Cultivating a positive workplace culture and contributing to JHSS's goal of being an employer of choice among Saskatchewan non-profits.
- Promoting excellent communication and unity between programs, locations, and our provincial office.
- Assisting in the training and empowerment of frontline leaders to have more control over program budgets, staffing, reporting, and deliverables.
- Work with JHSS's Leadership Team to ensure that all Employee Success Plans align with JHSS's Strategic Plan.
- Work with JHSS's Leadership Team to analyze, develop, and implement consistent operational processes and procedures that align with JHSS's mission, vision, values, and strategic plan.

The above statements reflect general details considered necessary to describe the principal functions of the job and shall not be construed as the detailed description of all work assignments that may be inherent to the position.

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