

## **Communication Specialist**

- Work remotely from your own home.
- Salary \$16.00 / hour
- Eight weeks
- Full time 35 hours / week
- Start date: June 07, 2021- End date: July 30, 2021 (Flexible)
- Contact the NS Job Bank <https://www.jobbank.gc.ca/browsejobs/province/NS>
- Job posting no.# 1695590

### **Job requirements**

#### **Education**

College, CEGEP or other non-university certificate or diploma from a program of 3 months to less than 1 year

or equivalent experience

#### **Experience**

1 year to less than 2 years

#### **Own Tools/Equipment**

Internet access, Computer, Cellular phone

#### **Security and Safety**

Criminal record check

#### **Personal Suitability**

Client focus, Excellent written communication, Effective interpersonal skills, Excellent oral communication, Organized, Team player, Flexibility, Initiative

#### **Area of Specialization**

Interactive/new media, Audio/audio-visual. Good writing skills.

#### **Business Equipment and Computer Applications**

Microsoft Publisher, MS Word, Adobe Illustrator, MS PowerPoint, MS Outlook, MS Excel

#### **Specific Skills**

Gather, research and prepare communications material, Prepare or oversee preparation of reports, briefs, bibliographies, speeches, presentations, Website content and press releases, Develop, implement and evaluate communication strategies and programs, Assist in the preparation of brochures, reports, newsletters and other material, Co-ordinate special publicity events and promotions

**Work Setting**

Supporting the Nursing Homes of Nova Scotia Association members.

How to apply

**By sharing a resume on Job Bank # 1695590 or emailing your resume directly to**

Michele Lowe, Executive Director, [michelelowe@nhnsa.ca](mailto:michelelowe@nhnsa.ca)