



Office of the Auditor General of Ontario  
Bureau de la vérificatrice générale de l'Ontario

## Communications Coordinator

*(Salary commensurate with experience)*

The **Office of the Auditor General of Ontario** (Office) is recruiting highly motivated professionals interested in making a difference for the benefit of the members of the Legislative Assembly and the people of Ontario. You will be part of a team of professionals in our environment portfolio, contributing to the Office's mandate of promoting accountability and value for money in government and broader public sector operations. The Office conducts value-for-money (VFM) audits and compliance reviews of Ontario provincial government ministries, and the Broader Public Sector, including hospitals, long-term care homes, universities, school boards, and other government organizations (e.g., Ontario Energy Board, Ontario Clean Water Agency, Metrolinx). The Office is also responsible for attest audits of the financial statements of the province and of a wide variety of Crown agencies. The Office reports the results of its work to the Legislative Assembly and the Standing Committee on Public Accounts.

The Office of the Auditor General of Ontario, communications group, seeks an energetic and organized individual to provide junior to mid-level communications services, and provide a back-up for communications-related administrative services. Candidate must be a team player, with strong initiative, dedicated to providing excellent communications, and communications support services.

### **What can I expect to do in this role?**

Under the direction of the Director of Corporate Communications and Government Advertising Review you will:

- Coordinate internal communications, including the writing and production of the Office's internal e-newsletter.
- Coordinate production of daily media monitoring scans and distribution to the Office.
- Participate in and support communications planning activities related to report releases.
- Coordinate social media rollout and web content updates according to approved plans and content.
- Assist with all aspects (including drafting, editing and formatting) of the production and coordination of various media and supporting information products related to report releases.
- Assist in proof-reading, minor edits, cross-checking changes under instructions from either production design staff or writing/editing staff, as appropriate.

- Produce communications analytics reports.
- Occasionally act as a backup for the Administrative Coordinator, Communications.

### **How do I qualify?**

- A university degree in communications, political science or other social science. If university degree is not in communications, a supplementary certificate or diploma in communications or public relations is preferred.
- 3-5 years' experience in a communications and/or a related public sector role.
- Demonstrated communications skills, including writing for communications.
- Knowledge of communication best practices and the media landscape.
- Demonstrated ability to manage, organize and prioritize competing priorities, and the ability to multi-task.
- Well-developed interpersonal, analytical and strategic thinking skills.
- Good knowledge of government structure, policies, procedures and operations
- Superior-level applied knowledge of Microsoft Word, Outlook, PowerPoint and Adobe Acrobat. Knowledge of Adobe InDesign and e-marketing platforms would be an asset.
- Bilingualism (English and French) would be an asset.
- Ability to work independently and as part of a team.

**Note:** Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Interested candidates, please **submit a covering letter and resume** (as one document), by email quoting competition number **2210** by June 3, 2022 to:

Cindy MacDonald

Director, Human Resources and Office Services

Email: resumes10@auditor.on.ca

**Address:** 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.