

# Career Opportunity



## WHO IS ACCERTA

Accerta is a B Corp certified social enterprise enabling healthcare equality for all.

As a social enterprise, we manage dental, vision, drug, and healthcare benefits programs exclusively for Canada's government and social services agencies. Our targeted experience and innovative technology provide cost savings, reliable service, process continuity, and accurate, insightful data that enables governments to make informed strategic decisions, reducing stress on the healthcare system through streamlined administration.

## ABOUT THIS OPPORTUNITY

Come work with us! Accerta is seeking a full-time permanent Communications Coordinator. As a vital member of the Communications and Marketing team, you will contribute to the creation and dissemination of internal and external communications materials and ensure that all products are consistent and conform with the company's standards and protocols. You will also contribute to the media and public relations work we have underway. You will also contribute to the team's plans, draft written materials and help maintain Accerta's digital properties and contribute to the evolution of a robust social media strategy.

You will report to the Communications Manager.

## ACCOUNTABILITIES

- Write a variety of different content to support internal and external communications and marketing efforts, including newsletters, website copy, and brochures and press releases
- Assist communications team in developing and implementing a communications strategy designed to further company objectives
- Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies
- Perform outreach to press outlets, magazines, influencers and build strategic partnerships to grow brand notoriety
- Research and help to develop and implement new communications programs, including direct mail, social media, and other initiatives
- Build communications templates for various communication mediums, including email, letters, phone messages, etc.

### How to Apply

Via [Indeed.ca](https://www.indeed.ca) or e-mail to the attention of the Manager, Human Resources at [recruit@accerta.ca](mailto:recruit@accerta.ca).

[www.accerta.ca](https://www.accerta.ca)

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- Identify audience and appropriate formats for media
- Other duties as assigned

## WHAT DO YOU NEED TO SUCCEED

### **Must Have:**

- 2-5 years of direct work experience in a communications role
- Post-secondary degree or diploma in communications, marketing, public relations, or a related field
- Exceptional command of the English language, including grammar, punctuation, and spelling
- Highly effective prioritization, multi-tasking, and time management skills to meet deadlines
- Excellent written and verbal communication skills
- Works well with others and handles direction and criticism in a positive manner
- In-depth knowledge of the preparation of communications instruments
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience
- Politically and culturally sensitive
- Computer literate, including effective working skills in MS Word, Excel, PowerPoint, email and Adobe Products

### **Nice to Have:**

- French language skills would be considered a strong asset
- Knowledge of printing procedures and requirements preferred
- Experience in government, public-private partnerships or not for profit
- Understanding of public sector/government
- Proficiency in graphic design tools, such as Photoshop or InDesign
- Proficiency with Microsoft PowerPoint

## WHAT'S IN IT FOR YOU

- A permanent position with a competitive salary package and easily accessible downtown location
- A competitive benefit package that includes a DB Pension Plan and Health Care Expense Account (HCEA)

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- Opportunities to increase your earnings through performance-based incentive programs
- Growth opportunities in a company that promotes from within
- Time off to volunteer in our community
- Hybrid working environment

## HOW DO I APPLY

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## COVID-19 VACCINATION

All AccertaClaim Servcorp Inc. & Accerta Services Inc. employees are required to be fully vaccinated as a condition of hire in accordance with the Company's Mandatory Vaccination Policy.

## INCLUSION AND EQUAL OPPORTUNITY EMPLOYMENT

Accerta is an equal opportunity employer and committed to fostering diversity and inclusion in the workplace. We are committed to fair employment practices and all qualified applicants will receive consideration for employment. We offer accommodation for applicants with disabilities, as required throughout the recruitment process. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To request accommodation, please contact [accessibility@accerta.ca](mailto:accessibility@accerta.ca).

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Final candidates for this position may be required to undergo a security screening, including criminal records check, judicial matters check, vulnerable sector screening and employment reference check.

To learn more about us please go to: [www.accerta.ca](http://www.accerta.ca)

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