



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale
Kingston Frontenac Lennox & Addington

Position:	Communication Lead	Competition Number:	2026-087
Hours of Work:	37.50 hours per week Monday to Friday, 8am to 4pm	Reports to:	Chief Executive Officer
Location:	Kingston	Hourly Rate:	Pay Band 7 \$ 45.72 - \$ 55.63
Job Status:	Temporary Full-time (until March 31, 2027)	Union/Non-Union:	Non-Union
Vacancies:	One (1) This posting is for an existing vacancy within our organization		

Job Summary:

This temporary position has been established to provide additional communications capacity to support the Agency's current communications and community engagement priorities. Working closely with the permanent Communications Lead, the successful candidate will help advance the Agency's mission, vision, values, and strategic priorities by strengthening community connections, supporting public awareness initiatives, and promoting the Agency's programs and services.

Reporting to the Chief Executive Officer, the Temporary Communications Lead works collaboratively with the Communications Lead, Leadership Team, staff, community partners, and external stakeholders to provide communications expertise and administrative support across a broad range of initiatives. Responsibilities include supporting policy and form development, media relations, event planning, presentations, and communications planning, while ensuring consistent messaging that reflects the Agency's values and strategic direction.

Key responsibilities of this assignment will include planning and coordinating in-service engagements with community partners, developing and refreshing promotional materials, supporting the development of community education initiatives, and contributing to a variety of communications projects as required. The role also monitors communications performance through analytics and reporting, identifies emerging trends and best practices, and provides recommendations to enhance organizational outreach, engagement, and the overall effectiveness of the Agency's communications.

All services are provided in accordance with relevant policy and legislation and with the mission, vision, values of AMHS-KFLA which supports support an environment of continuous improvement to achieve operational efficiencies.

Minimum Qualifications:

- Three (3) year diploma in Marketing, Communications, Journalism or Business
- Three (3) years' experience in a communications or marketing role, including social media and website management
- Experience and knowledge of and the ability to work with Microsoft products, including Office 365, as well as administering internal information systems.
- Experience in health care, community care, or addiction and mental health services, an asset
- Experience within a unionized environment, an asset.

Knowledge, Skills & Abilities:

- Exceptional writing communication and interpersonal skills in order to effectively engage community partners and individuals, increasing awareness of services
- Strong analytical and critical thinking skills
- Well-developed problem-solving, prioritization and conflict resolution skills
- Demonstrated ability to work effectively both independently and collaboratively with a positive customer service mindset
- Excellent organization and prioritization skills with an ability to meet deadlines in a fast-paced environment with multiple priorities
- Advanced knowledge of Microsoft Office, including Word, Excel and PowerPoint, and capable of creating visually compelling presentations
- Proven knowledge of communications and marketing ethics and best practices
- Proficient public speaking abilities, an asset
- French Language proficiency considered, an asset
- Must possess a valid Ontario Driver's License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- Required to provide a satisfactory criminal reference check (CRC) and Vulnerable Sector screen prior to hire

Please submit a resume and cover letter as one document only quoting **Competition Number 2026-087**

to: careers@amhs-kfla.ca

AMHS-KFLA strives to be a diverse and inclusive workplace. We encourage applications from all candidates who would contribute to the diversity of our community and enhance our ability to provide quality services to our clients.

We are committed to accessible employment practices. If you require an accommodation to fully participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs.

AI Disclosure: We do not use artificial intelligence to screen, assess, or select applicants for this position