

Are you a dynamic, energetic and creative individual who aspires to have a fulfilling career? Join the Leads Team in providing **development and** implementation of Leads' communication on all platforms. Since 1986, Leads has placed over 20,000 individuals with disability and /or barriers in employment in Southwestern Ontario. **Apply today for a full time 35 hours per week position.**

Job Description:

Summary

Data System and Communication Administrative Associate (DSCAA) is involved in all aspects of the administrative implementation of Leads Employment Services' data system entries, outreach communication to clients and employers and marketing on all platforms to support Leads mission. The DSCAA is responsible for system enrollment of clients, outreach to employers and clients, promoting Leads services and successes by developing and executing media postings internally and externally via various digital platforms.

Requirements – you must have:

- Completion of Post-secondary education and a minimum of 2 years of experience in, preferably with Communications, preferably Media and Communications; Human Resources
- Must possess excellent oral, written and interpersonal communication with strong writing and editorial abilities
- Working experience of Microsoft Word, PowerPoint, Intermediate level of Excel, internet, wire services, media monitoring software, and other public relation tools
- Demonstrated experience and success working on the digital platforms such as Google, Twitter, Facebook, YouTube, LinkedIn and others
- Must be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion
- Must be able to multitask to complete assignments with accuracy and effectiveness within set time frame
- Must have the ability to work effectively in a team
- Must be capable of maintaining confidentiality, with a high level of accuracy regarding information
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical
- Bilingual in French desirable
- A current satisfactory Vulnerable Sector Criminal Check and First Aid / CPR and CPI certification; or be willing to obtain certification
- Must be legally entitled to work in Canada
- Must be able to provide proof of two doses COVID-19 vaccination or documentation for medical exemption or reason related to protected grounds under the *Human Rights Code* as per Provincial Health Care regulations

If you enjoy Working Conditions that include:

- Interacting and supporting team members, clients and employers
- Working on the digital platform
- Accuracy and organization

- Innovations
- Ability to multitask to time sensitive assignments.

Apply today!!

Qualified applicants should send a cover letter telling us what interests you about the role of Data System & Communication Administrative Associate and resume to:
hiring.committee@leadsservices.com stating "Data System & Communication Administrative Associate" in the subject line.

Leads offers competitive salary packages, an incredible work environment, and career advancement opportunities. **Wages will be determined by experience and credentials.**

Leads welcomes interest from all diversity groups and is committed to accessibility and compliant to AODA. Leads will endeavour to provide accommodations to persons with disabilities in the recruitment and interview process upon request. If you are selected for an interview, please notify the hiring committee to your requirement for accommodation.

Please note: only those selected for an interview will be contacted. Thank you for your interest.