



Director, Communication and Heritage

We are looking for a creative and spirited individual to join our management team at Copernicus Lodge to help tell our story. Help make a lasting difference to the lives of Polish Canadian Seniors by upholding and promoting our Polish cultural identity, heritage, environment, and language.

About Copernicus Lodge

Copernicus Lodge is a not-for-profit, ethno-specific Long-Term Care and Community Supports provider, originally made possible through the efforts of the Polish Canadian community and the vision of Father Michael Smith, OMI. Located in the heart of the Roncesvalles community for over 40 years, we provide a continuum of care in a predominantly Polish, Roman Catholic environment to meet the changing needs of our seniors. The Lodge is comprised of a 228 bed Long Term Care Home, 200 affordable self-care apartments for Independent Seniors with an Assisted Living and Supportive Housing program, and an Adult Day Program for community seniors.

Please visit our website at www.copernicuslodge.com

About the Opportunity

Copernicus Lodge has an exciting opportunity for a **Director of Communications and Heritage**. In this new and innovative role, you will work directly with our leadership team, and internal and external stakeholders to play a pivotal part in respecting, promoting, and honouring our Polish Heritage, Language, and Culture to enrich the lives of those we serve.

Reporting to the CEO, you will be responsible for helping develop the vision and direction of this new department, ensuring it is in line with the Strategic Plan and focused on the cultural identity of the Copernicus Lodge community, including heritage, environment, and language.

You are responsible for internal and external communications, media relations, digital media, and stakeholder relations, and provide leadership, guidance, and support for strengthening relationships, meaningful engagement, and ongoing collaborative work, with other Polish organizations, representing the Lodge in broader work in the sector, corporately, and in the community.

We are looking for someone who has a passion for storytelling, communications and a strong understanding and connection to the Polish Community. In this role, you will be responsible for planning and producing internal and external communications for Copernicus Lodge's long-term care, community services, and self-care apartments. This work will include developing and executing communication plans and campaigns, maintaining, and developing the home's social media channels and digital communications, and writing content and producing the joint newsletter with the home's foundation. You will also act as an expert advisor to our interprofessional teams and leaders on strategic communication activities and Polish culture and heritage.

If you are looking for an opportunity to manage and grow multiple integrated communication channels, and you thrive on creativity and are motivated by how communications can impact and add value, this is the perfect opportunity for you to help strategically shape an organization.

Your key responsibilities include but are not limited to:

- Leading all aspects of creation and maintenance of Polish Heritage, Language, and Culture Program;
- Help leadership and staff understand, communicate, and interact with Polish stakeholders more effectively;
- Help create and foster positive relations and a positive impact
- Assists the CEO and Leadership Team with Polish Cultural Competence
- Responsible for writing grant proposals to generate funding and new business/revenues.
- Liaising and maintaining relationships with consultants, federal and provincial governments, private and not-for-profit sector, and business entities to protect the interest of Copernicus Lodge's Heritage, Culture, Environment and Language.
- Collaborating with internal and external stakeholder organizations to ensure Polish values, interests, and knowledge are included in work planning, execution, reporting, and programming.
- Communicating internally to ensure timely and proactive communication of key program issues within the organization;
- Creating, implementing, and reporting on staff cultural onboarding;
- Providing effective leadership, guidance, and support to management and frontline staff promoting cultural awareness and respect

About You

To qualify for this position, you must have:

- Undergraduate degree/diploma in public relations, communications, international development, journalism, public policy, or related area.
- Minimum 2 to 5 years' experience required engaging communities;
- Extensive knowledge of communications trends and ability to foresee newsworthy stories.
- Demonstrated experience in successfully developing and implementing communication strategies, public awareness campaigns, corporate communications, media relations and issues management support.
- Exceptional writer and editor; must have ability to ensure error free materials.
- Excellent verbal communication skills.
- knowledge of various Polish cultural practices and history
- Experience updating and maintaining a website and social media.
- Strong interpersonal skills and ability to build relationships with a variety of internal and external stakeholders, including executives, Board members.
- Results oriented, self-directed, and independent, with the ability to balance multifaceted projects and competing priorities.
- Ability to work effectively under pressure; mature judgment for assessing difficult situations.
- Results oriented, self-directed, outstanding organization and time management skills.
- High energy, flexibility, and the ability to work effectively in a fast-paced environment with ability to work after hours or on weekend as issues arise.
- You are able to work independently with little guidance, while having the communication and interpersonal skills to create relationships with the Polish community and diverse individuals.
- Above all, you will be a community oriented, approachable, and inspirational leader.
- Willingness and ability to embrace the Polish language and culture preferred; ability to speak and understand Polish is an asset;

Copernicus Lodge is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Copernicus Lodge is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.

COVID-19 considerations:

To help combat the Covid-19 pandemic, Copernicus Lodge has instituted programs including active screening, swabbing, and increased PPE practices.

Successful candidates hired to work within Copernicus Lodge in this role are required to provide the following information as a Condition of employment:

- Vulnerable Sector Check;
- Proof of Covid-19 Full Immunization;
- TB Skin Testing;
- Negative Covid-19 PCR Test within last 7 days prior to orientation. Do they still need this?

Job Type: Full-time / Hybrid

We would like to thank all those that apply but only those selected for an interview will be contacted.

Please email your resumes at resumes@copernicuslodge.com

Commented [SK1]: Remote/On-site/Hybrid?

Commented [EC2R1]: Hybrid, but you can tell candidates the beginning may be mostly remote as we arrange office spaces