



Manager of Mission Communications and Human Resources

The Southdown Institute (Southdown) is a recognized industry leader in the provision of integrated mental health services. We are dedicated to clinical and organizational excellence in providing preventative and restorative care, using the best of psychological science and practice integrated with the wisdom of the Catholic spiritual tradition. Our highly experienced multidisciplinary team is dedicated to helping our clients find healing and well-being.

Southdown is located in Holland Landing (York Region), ON, and is accessible from the GTA or Simcoe County. Our award-winning, fully accessible facility is located in a setting of natural beauty on 37 private acres. Southdown provides a welcoming and supportive environment conducive to healing and well-being of body, mind, and spirit.

Position Summary:

We are seeking to fill a full-time, permanent position of Manager of Mission Communications and Human Resources, which includes a comprehensive benefits package and pension plan. Hours are Monday to Friday, 8:30 am to 5:00 pm (40 hrs/week).

Responsibilities:

1. In collaboration with Southdown's Management Team, develop organization's Marketing Strategic Plan alongside the organization's Strategic Plan. This includes the organization's value proposition to its stakeholders and its Communications Plan, including messaging and tools.
2. Manage all aspects of the organization's public and media relations and marketing.
3. Edit and coordinate publications, including information brochures, website content, and newsletters.
4. Plan and organize all Southdown virtual and in-person events, workshops, and conferences as assigned, including managing administrative tasks related to overall internal planning and communications, establishing and maintaining relationships with vendors, donors, and other external event contacts, coordinating and managing event marketing and promotion tasks, managing event logistics and budgets, and coordinating volunteers.
5. Provide support for staff outreach activities, including creation of collateral materials (e.g., PowerPoint presentations, speeches, materials, etc.)
6. Represent the organization in a variety of public settings to increase positive awareness of the organization.
7. Identify and establish linkages with other stakeholders in the addiction and mental health sector to develop and support common issues of interests.
8. Develop and maintain Southdown's mailing, event, and donor listing.
9. Ensure compliance with all Southdown HR policies, including applicable legislation and regulations.
10. Assist with employee relations regarding personnel and performance issues.
11. Provide information to employees in response to HR inquiries and developments.
12. Assist with HR-related projects and initiatives, including training and development programs and workshops and assisting with logistics, coordination, and participant communication.



13. Maintain employee database and personnel files and job descriptions.
14. Assist with recruitment activities, track employment applications, and assist with selection process.
15. Assist with orientation and onboarding activities of new employees.
16. Safeguard privacy and confidentiality of all employee records.
17. Participate in appropriate staff committees of Southdown.
18. Engage in ongoing professional development consistent with the identified priorities of the organization.
19. Safeguard the privacy and confidentiality of all staff and clients.
20. Promote a culture of health and safety throughout the organization.
21. Respond to any other duties that may be requested.

Qualifications:

- Post-secondary degree and/or certificate in a relevant program of study (e.g., Communications, Marketing, Public Relations, Human Resources), with a minimum of 5 years related experience.
- Demonstrated ability to manage projects to completion.
- Strong communication and interpersonal skills.
- Must be able to travel occasionally to represent the organization in a variety of public settings.
- Knowledge/understanding of religious sector principles.
- Computer proficiency with Microsoft Office.
- Excellent writing and verbal communication skills.
- Ability to follow written and oral instructions.
- Ability to work independently.
- Ability to deal courteously and appropriately with residents, staff, guests and all external contacts.
- Ability to work well within a team environment.
- Bilingualism in English and French is considered an asset.

Application Process:

To apply for this position, please email or mail your resume and any supporting materials to:

Email: mcolangelo@southdown.on.ca

Mail: Michelle Colangelo
Human Resources
The Southdown Institute
18798 Old Yonge Street
Holland Landing, ON L9N 0L1

We thank all applicants for their interest; however, only those applicants
selected for interviews will be contacted.

We are committed to equity, value diversity, and welcome applicants from diverse backgrounds and faiths.