



Job Posting #2026-074
Internal/External Posting
Posting Date: October 6, 2026
Closing Date: October 20, 2026
Union: CUPE

COMMUNICATIONS SPECIALIST

PART TIME PERMANENT POSITION

0.5 E.F.T. - 20 Hours Per Week

Start Date: November 15, 2026

HOURS OF WORK: Days, some evening and weekend work may be required

Klinic Community Health is a pro-choice community health centre that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect.

POSITION SUMMARY

Reporting to the Manager of Communications and Public Engagement, the Communications Specialist is responsible for supporting a wide array of internal and external communications, with a primary focus on social media and digital communications. The Communications Specialist supports the Manager in giving structure to departmental communications plans and aligning the Klinic brand with various channels used by the organization. The Communications Specialist will work collaboratively with the Fund Development and Communications team to understand fundraising needs and develop communications plans that support these initiatives while accurately reflecting Klinic's missions, values, and strategic plans.

This position may have opportunities for hybrid work options

REQUIREMENTS AND QUALIFICATIONS:

- Five to Seven years of relevant experience in a communications role with a focus on copywriting, digital communications, and project management.
- Post-secondary education in a recognized communications program, or an equivalent combination of experience and training may be considered.
- Demonstrated experience with writing copy for diverse audiences is required.
- Demonstrated experience with developing and managing social media content, including reels and video content.
- Graphic design knowledge and experience using a variety of digital tools such as Adobe Creative Suite, WordPress, Canva, and Hootsuite is required.
- Demonstrated project management experience and managing several competing priorities and deadlines.



- Experience with and commitment to Reconciliation, and to dismantling racism and oppression within policies, procedures, and practices.
- Consistent demonstration of alignment with Klinik's Vision, Mission and Values.
- Demonstrated commitment to person-centered, culturally safe care.

RESPONSIBILITIES:

Communications & Public Relations Management:

- Work with Klinik teams and staff to understand departmental needs and work with Manager to provide recommendations based on sound knowledge and best practices.
- Ability to maintain and oversee the adherence to brand standards in all Klinik communications.
- Assist with a variety of communications material including but not limited to: brochures, emails, presentations, reports, advertisements, and posters when required.
- Participate and assist in the development and execution of Klinik fundraising events including but not limited to communications, promotion, marketing, preparation, set up and on-site supports as required.

Website & Social Media Duties:

- Manage content creation and maintenance of Klinik website, calendar, social media pages and other digital platforms; review and respond to messages and comments ensuring accessible, engaging, and brand-aligned communications.
- Ability to adjust messaging, tone, and delivery to align with various audiences and online platforms.
- Identify new opportunities for communications through online channels.
- Monitor and track website and social media analytics, in addition to setting measurable goals with Manager.

Project Management:

- Ability to manage multiple projects while working under tight deadlines and effectively triage and prioritize current emerging tasks.
- Ability to work with various Microsoft applications including Forms, Planner, OneDrive, and SharePoint.
- Identify and track project deliverables, analyze data, and summarize relevant information. Conduct post-project evaluation and identify successful and unsuccessful project elements.



WORK CONDITIONS:

- Work environment consisting of a clinic, public spaces, and offices.
- Work areas are not always private.
- Hybrid work may be available
- May be required to sit and stand for long periods of time.
- May be required to be offsite and outdoors in various weather conditions.
- May encounter aggressive and/or agitated clients and visitors
- May be required to work a variety of shifts including evening and weekends.

SALARY RANGE \$36.907--\$47.887 per hour

APPLICATION PROCESS

- Application Deadline: October 20, 2026
- E-mail: jobs@klinik.mb.ca
- Please use "Job Posting #2026-074" in all correspondence

Klinik is committed to working towards having a more equitable and diverse work force at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, including those who identify as Indigenous, Black, Persons of Colour, 2SLGBTQIA+, and/or those living with disabilities. Applicants are invited to self-declare in their cover letter.

Accommodations are available upon request during the assessment and selection process.

Thank you for your interest. Only candidates selected for an interview will be contacted.