



Joseph Brant Hospital Foundation
Communications & Stewardship Coordinator
Contract: 24 Months

The Opportunity

We are seeking a dynamic and enthusiastic communications professional to join Joseph Brant Hospital Foundation as the **Communications & Stewardship Coordinator** for a 24-month contract.

Reporting to the Chief Communications & Stewardship Officer, the **Communications & Stewardship Coordinator** will be responsible for developing, curating, and evaluating communications materials with a focus on donor stewardship and impact reporting.

The **Coordinator** will possess strong writing skills and be required to write in a way that is engaging, accessible and relevant to audiences across both print and digital platforms.

In addition, the **Coordinator** will possess strong organizational skills and a commitment to meeting deadlines, as they will project-manage communications activities and work closely with our internal and external partners.

These responsibilities are carried out while actively participating in a fast-paced team environment with multiple priorities and competing deadlines. Demanding, challenging and exciting, this role requires a motivated and creative individual with demonstrated relationship-building skills.

About Joseph Brant Hospital

Joseph Brant Hospital (JBH) is a full-service, academic community teaching hospital located in Burlington, Ontario, along the picturesque banks of Lake Ontario. It is a modern, state-of-the-art facility that serves residents of Burlington and the surrounding communities of Halton Region, Hamilton, Waterdown, Flamborough, and Stoney Creek.

JBH's skilled staff of 189 physicians, 2,019 full-time and part-time staff and 200 volunteers are committed to providing exemplary care and living the hospital's core values of Compassion, Accountability, Respect and Excellence.

JBH is a Clinical Education site in conjunction with McMaster University and a partner member of the Burlington, Ontario Health Team. It is honoured to be recognized as one of Hamilton Niagara's Top Employers in 2025, the tenth consecutive year.

About Joseph Brant Hospital Foundation

In the decade since the successful completion of the \$60M Our New Era Campaign, the Foundation has continued to build on the community's overwhelming support, raising funds for critical new programs, equipment and technology, including MRI and CT scanners.

The Foundation is currently in the midst of the \$20M For All Minds Campaign to redevelop and expand the Mental Health & Addictions Unit, including a new Psychiatric Intensive Care Unit, new outpatient clinic spaces, and a Child and Youth Mental Health Day Hospital.

The Foundation is governed by a team of community volunteer leaders and is managed by a dedicated staff of professionals who ensure that every donation is used effectively and efficiently to meet the needs of patients and their families.

Key Responsibilities

- Lead the creation of communication materials that inspire and recognize philanthropy, such as the annual report, impact report, e-newsletter, appeals, event invitations, signs, and other items;
- Build strong relationships with Hospital staff to increase impact storytelling;
- Support the development of the Foundation's digital editorial calendar as it relates to social media and email marketing;
- Develop, publish and evaluate social media content while monitoring online conversations and responding as required;
- Write, edit and publish content for the website;
- Liaise with external graphic designer on all Foundation-related projects;
- Maintain schedules and deadlines for communication projects;
- Work with printers, mailing agencies, and other applicable vendors, including requesting quotes and estimates for production, printing, and distribution;
- Monitor traditional and social media to identify trends and recommend online tactics;
- Support colleagues and maintain a professional attitude and work ethic;
- Maintain a high degree of motivation and superior work ethic consistent with the employment philosophy of the Foundation;
- Other duties as assigned.

Qualifications and Experience Required

- University degree or college diploma
- 1-3 years of experience, ideally in a non-profit environment
- Experience using CMS, social media management software (Hootsuite) and other communications programs (Adobe Creative Suite) are considered an asset
- Demonstrated experience creating content for, and managing, corporate social media channels
- A self-starter with the ability to work independently and collaboratively with a team
- Excellent time management skills and the ability to meet competing deadlines in an organized manner
- Aligned with JBHF's values: Collaborative, Inclusive, Innovative, Responsive and Transparent
- Aligned with JBHF's culture code: Accountable, Collaborative, Fun and Respectful

Compensation: Target salary range is \$50,000 – \$60,000

As part of JBHF's culture code and commitment to team well-being, the Foundation offers a hybrid working model, social committee events and activities, flex/lieu time, HOOPP pension membership, and more.

Interested candidates should forward their resume and cover letter to:

Kevin Klein

Chief Communications & Stewardship Officer

kklein@josephbranthospital.ca

Closing Date: 3:00 p.m., Friday, October 23, 2026

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada. JBHF invites applications from all qualified individuals. JBHF is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

This position is based in the JBHF offices located in the Halton McMaster Family Health Centre Building at Joseph Brant Hospital, 1245 Lakeshore Road, Burlington, ON.

JBHF thanks all applicants; however, we will contact only those selected for an interview

Joseph Brant Hospital recognizes that our hospitals and community-based services are provided on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and recognizes this land as being home and traditional territory to other Indigenous people since time immemorial. We must commit to not repeating past mistakes and to working towards more equitable and respectful relationships with First Nations, Inuit, and Métis peoples.

Acknowledging the territories and the original stewards of these lands is a fundamental responsibility of our organization and part of our commitment to work towards Truth and Reconciliation. Joseph Brant Hospital wishes to respect and honour the original peoples of this land and the histories and lived experiences of these communities.