

### Who are we?

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at [www.vghfoundation.ca](http://www.vghfoundation.ca).

The President's Office provides expertise and support to the Foundation in the areas of governance, internal communications, and policy framework development and monitoring. In addition, the department also provides administrative and small-project coordination support to the President & CEO.

### What's the opportunity?

Reporting to the President & CEO, the Internal Change Communications Specialist supports and collaborates with the Leadership Team (LT) to ensure employees are well-informed of and feel connected to the Foundation's Strategic Change Initiatives (SCIs). The Specialist will create and deliver on an internal change communications plan that will initially have two primary outcomes:

- Development and execution of a framework for internal change communications that supports the successful implementation of the SCIs, ensuring progress and impact are well understood by employees
- Completion of a needs assessment and development of a plan for broader internal communications across the Foundation, including the development of standards, and recommendations on tools and applications

### Key Responsibilities:

- Develops an internal change communications framework for the SCIs including adoption strategies and action plans and ensures organizational initiatives and projects are successfully communicated to employees
- Establishes an internal change communications strategy approved by the President & CEO and leads on employee communication initiatives from concept through to execution
- Coaches and supports all managers to become better communicators, and specifically LT to create timely and effective communications relating to the SCIs
- Streamlines communications channels and plans, edits and writes content for a variety of internal media, including scripts and presentations for staff town halls, Workplace posts, email, etc.
- Ensures internal communications standards are consistent across all mediums and internal departments, and with external communication standards
- Responds to feedback from employees and adjusts communications content accordingly to ensure clarity and timeliness
- Ensures relevant Foundation key messages, as determined by the President & CEO and LT, are delivered and adapted appropriately for all deliverables, including reviewing content from other teams
- Develops and delivers training on internal communications standards and practices

- Acts as the subject matter expert for the Foundation’s internal communication, and as a resource to other teams.

### What do you bring?

- Demonstrated professional experience in organizational change communications
- Combination of skills and experience in internal communications, organizational behaviour, public relations, or a related discipline
- High level mastery of communications and how change management concepts, theory, and principles relate to it
- Self-starter with the ability to follow through on tasks with minimal supervision
- Ability to think strategically and collaborate effectively with internal stakeholders
- Superior editing and proof-reading skills; detail-oriented
- Excellent judgement, interpersonal skills, resourcefulness and creativity
- Quick learner with ability to manage multiple, often-competing priorities in a fast-paced environment with tight timelines
- Broad knowledge in the professional field of internal communications, with the ability to practically apply that knowledge to a wide range of work situations.
- Experience working with non-profit organizations and/or healthcare organizations is an asset
- Experience with storytelling in print, online and through social media channels is an asset

### What do we offer?

This is a full time 12 month contract position. The successful person can expect a competitive yearly base salary between \$76,483 and \$86,912, depending on skill and experience. Additional variable pay, benefits, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package. Start date: **as soon as possible.**

### To apply

If you possess the qualifications and experience indicated, please email your resume and cover letter in a single pdf file, with your name and “Internal Change Communications Specialist” in the subject line and file name, **by midnight on November 29<sup>th</sup>, 2022** to **hr@vghfoundation.ca**

We welcome applications from anyone eligible to work in BC. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.

As part of VGH & UBC Hospital Foundation’s commitment to the health and safety of our community, including our healthcare partners and donors, the Foundation requires all employees of the Foundation to be fully vaccinated against COVID-19.