



CONTRACT POSITION AVAILABLE

Communications Specialist

The John Howard Society of Ontario (JHSO) invites applications from individuals for the position of **Communications Specialist**.

JHS Ontario is a well-established and dynamic social purpose organization with a mission of *effective, just & humane responses to crime and its causes*. We are innovators and leaders in non-partisan research, evidence-based programming and policy development in the justice sector specializing in bridging the gap between analysis and frontline service delivery. By collaborating closely with the 19 John Howard Society Local Offices across Ontario, JHSO's team transforms data and insights into clear, accessible messages that resonate. We inform the public, influence decision-makers and advance evidence-informed change by engaging communities in dialogue on critical justice issues and amplifying the voices of those directly impacted.

Reporting to the Manager of Education & Community Engagement, this position is responsible for producing digital and print materials, maintaining communication platforms and ensuring brand consistency to strengthen JHSO's visibility and impact. The applicant will have a Bachelor's level degree or post-graduate certificate with a minimum of 3 years professional experience in communications, public affairs or related field.

This position is located in downtown Toronto and operates in a hybrid work environment, offering a combination of remote and in-office work at 35 hours per week. This is a 12-month contract position with the possibility of renewal. The successful candidate must be eligible to work in Canada.

For a detailed position description, including qualifications required, or for more information about JHS Ontario, please visit our website at: <https://johnhoward.on.ca/employment-opportunities/communications-specialist/>

Please forward your resume and cover letter by 4:00 pm on Friday, November 7th, 2025.

By e-mail to: HR@johnhoward.on.ca

JHS Ontario embraces diversity and equity and is committed to building a staff team that represents a variety of backgrounds, perspectives and skills that allows us to better understand and meet the needs of our staff and the communities that are impacted by our work. We welcome applications from racialized persons, women, Indigenous Peoples, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

We would like to take this opportunity to thank all those who apply and advise that we will be responding only to those selected for an interview. JHS Ontario provides an inclusive and barrier free recruitment process to candidates with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please advise if you require accommodation.



Job Title: Communications Specialist

Job Purpose and Scope:

The purpose of this position is to support the development and delivery of communications content and materials that advance the John Howard Society of Ontario's (JHSO) education, research and policy initiatives consistent with JHSO's mission and values. This position is responsible for producing digital and print materials, maintaining communication platforms and ensuring brand consistency to strengthen JHSO's visibility and impact.

Job Objectives:

- Produce communications materials and multimedia content to support JHSO initiatives
- Maintain and update JHSO's digital platforms, including website, newsletters and social media
- Adapt research and education content into accessible communications for diverse audiences
- Provide communications support for JHSO projects, events and campaigns
- Monitor and report on communications performance and sector related coverage

Reports to:

Manager of Education & Community Engagement

Direct Reports:

Entry-level staff, interns, volunteers and students, as required

Key Relationships:

- JHSO staff
- JHS Local Offices
- Community and sector partners
- Media and public audiences

Decision Making Authority:

Responsible for making day-to-day communications and digital content decisions in conjunction with the Manager of Education & Community Engagement and in consultation with the Director of Partnerships & Strategic Initiatives.

Tasks, Duties, Responsibilities:

- Produce communications materials and multimedia content to support JHSO initiatives through:
 - Drafting and editing a wide range of communications content, including press releases, newsletters, fact sheets, reports, presentations and website updates
 - Developing key messages and communications materials on current and emerging issues affecting JHSO and its network
 - Writing and supporting the design of reports, educational resources, presentations, infographics and other digital media assets
 - Creating graphics, video clips and templates to support organizational projects and initiatives
 - Ensuring all content aligns with JHSO brand standards

- Maintain and update JHSO's digital platforms, including website, newsletters and social media through:
 - Maintaining website content, newsletters and social media channels
 - Designing, developing and scheduling social media content in alignment with JHSO priorities set by the Manager of Education & Community Engagement
 - Monitoring audience engagement and maintaining an integrated communications calendar
- Adapt research and education content into accessible communications for diverse audiences through:
 - Formatting policy, research and education outputs into clear, engaging materials for diverse audiences
 - Translating complex information into plain-language summaries, infographics and short-form content
 - Supporting policy and research initiatives with communications materials
 - Digitizing content for online platforms and e-learning tools
- Provide communications support for JHSO projects, events and campaigns through:
 - Assisting with the development of promotional and public education materials for both public and government relations campaigns and initiatives
 - Supporting communications planning for organizational events and conferences
 - Providing design and technical support for presentations, workshops and public-facing activities
 - Working with the Manager of Education & Community Engagement and colleagues to align communications content with organizational priorities
 - Collaborating across departments to ensure consistency of JHSO messaging and brand
 - Contributing creative input on dissemination strategies to maximize reach and impact
 - Coordinating logistics and communications support for external events, government meetings and conferences
- Monitor and report on communications performance and sector related coverage:
 - Tracking and reporting on engagement metrics across digital platforms
 - Gathering feedback on content effectiveness and recommending improvements
 - Monitoring media coverage and sector-related communications, preparing summaries for internal use
 - Supporting continuous improvement of communications practices
- Participate in meetings, wellness and safety training and other professional development opportunities, as required
- Other duties as assigned from time to time by the Director of Partnerships & Strategic Initiatives

Education, Training & Skills Required for the Job:

- Bachelor's degree or post-graduate certificate in Communications, Journalism, Public Relations, or a related field
- Demonstrated experience in communications, external relations or public affairs
- Demonstrated experience creating digital and print content including graphics, video and social media
- Strong and inclusive professional manner, demonstrating respect for diverse perspectives in line with JHSO's commitment to DEI
- Excellent writing, editing and content creation skills, with ability to adapt messaging for diverse audiences
- Ability to translate complex research and policy findings into clear, accessible and engaging public communications

- Ability to synthesize, distill and communicate information in different ways for different audiences, including producing reports, PowerPoint presentations and infographics
- Experience with digital communications platforms, including website management, social media, and newsletters
- Proficiency in Microsoft Office and design tools such as Canva
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines and support colleagues in staying organized
- Excellent interpersonal skills and ability to work collaboratively with colleagues and external partners
- Flexible, solutions-oriented and able to take on additional responsibilities as the role evolves
- Experience supporting government relations or public policy communications is an asset
- French language proficiency is an asset

Work Experience:

Minimum 3 years in communications, public affairs or related field. Experience in non-profit, academic, public policy or government environments is an asset.

Equipment Used:

- Efficient computer capabilities including MS Office Suite
- Canva or other graphic design platforms
- Website management platforms (WordPress or similar)
- Social Media platforms and management tools
- General office equipment

Working Conditions:

- Regular office duties which require sitting at a desk or in front of a computer
- Fast-paced office environment with multiple demands
- Occasional travel required
- Oral Presentations

Hiring Range:

\$65,000 - \$71,500