Employment Opportunity

Job Title: Marketing and Communications Coordinator	Date Posted: November 4, 2026	Reports to: Sr. Manager of Health Promotion and Prevention
Job Posting#MKT-030/2026-27	Date Closed: November 17, 2026	**Position Type:** Full-time, existing vacancy

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not for profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 36 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission of Accreditation on Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ-sensitive organization.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Time
- Comprehensive Benefits package
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking

About Program:

The PCHS Communications Program supports the organization's growth, visibility, and community engagement through strategic marketing, communications, and public education initiatives. The program strengthens internal communication, enhances external engagement, and promotes awareness of PCHS programs, services, and initiatives among clients, community members, partners, and other stakeholders. Aligned with PCHS's commitment to providing holistic, culturally appropriate, and accessible services, the Communications Program ensures that organizational messaging is inclusive, engaging, and responsive to the diverse communities we serve. Key initiatives include developing and distributing a monthly health magazine, social media campaigns, digital and print communications, educational and promotional materials, audio-visual resources, website content, and community engagement campaigns.

pchs Punjabi Community Health Services

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About Position:

We are seeking a creative, organized, and detail-oriented **Marketing and Communications Coordinator** to support the planning, coordination, development, and implementation of marketing and communications initiatives across the organization. As a member of a dynamic multidisciplinary team, the Coordinator will serve as a central point of contact for marketing and communications requests from various PCHS departments and programs. The successful candidate will coordinate marketing projects, develop engaging content, support digital and print communications, and ensure consistent organizational branding and messaging across all platforms. The Coordinator will work collaboratively with program teams, leadership, community partners, and external service providers to support the timely delivery of marketing materials, promotional campaigns, events, and communication initiatives.

Qualification, Experience and Skills:

- Post-secondary education in Marketing & Communications, Public Relations, Media & Graphics or equivalent with relevant work experience.
- Minimum of two years of related communications and marketing, community relations, and media experience in a not-for-profit environment.
- Demonstrated experience coordinating marketing projects, communication campaigns, and multiple deliverables simultaneously.
- Experience developing and managing content for digital and print communication platforms.
- Experience collaborating with cross-functional teams, leadership, external vendors, and community stakeholders.
- Knowledge of strategic communications planning, community engagement, health promotion, and nonprofit marketing principles is an asset.
- Demonstrated ability to use Mailchimp, CapCut, MS Office programs at an advanced level, including Adobe Creative Cloud suite of products (Premiere Pro, InDesign, Photoshop, Illustrator, Acrobat, etc.)
- Working knowledge of basic web design and tools; Experience with WordPress and advanced user with existing and emerging social media tools.
- Basic experience with photography, videography, and video editing.
- Excellent English language writing skills for multiple audiences and platforms and accustomed to collaborating with others in a fast-paced work environment.
- Can create quality content quickly and juggle many initiatives at once.
- Innovative, curious, creative, and constantly looking for ways to optimize the work to maximize impact and outcomes.
- Analytical and problem-solving abilities to research and present information.
- Demonstrated ability to work in a highly confidential environment with constant communication between the leadership team and to maintain confidentiality and discretion.
- Strong interpersonal skills; able to work independently and within a team.
- Strong verbal and written communication skills, including presentation skills and the ability to communicate information to a variety of stakeholders effectively.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.

- Knowledge of South Asian languages (Hindi, Punjabi, Urdu) is an asset.
- Consistent commitment to professional development.

Requirements:

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle, and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Key Responsibilities:

- Coordinate the planning, development, implementation, and evaluation of marketing and communications activities across PCHS programs and departments.
- Serve as the primary point of contact for internal marketing and communications requests, ensuring timely follow-up, coordination, and completion of assigned projects.
- Work with the leadership team to understand and develop strategies to engage clients, build community, and drive awareness and excitement around new services and offerings from PCHS.
- Develop, write, edit, and coordinate engaging content for PCHS's website, social media platforms, newsletters, health magazine, email campaigns, and other communication channels.
- Lead the effort to create original content and leverage content produced by other teams.
- Monitor, manage, and update the website and social media pages and address clients' queries
- Provide day-to-day operational support for insights, analytics capabilities, and related activities that provide the quantitative support for our digital channel experiences.
- Support the integration of our database software and digital channels to drive growth across our offerings
- Design print and digital materials for PCHS programs and events.
- Robust social media monitoring for all PCHS platforms.
- Compile the monthly PCHS Health Magazine.
- Develop and maintain good public relations (Government, Clients, Community).
- Participate in PCHS programs strengthening, restructuring, and promoting program services in compliance with CARF Accreditation requirements.
- Commits to the provision of services related to health equity principles.
- Other related duties as assigned

Hours: Full-time, 37.5 hours per week
(Some evenings and weekends work is required)

Annual Salary Range: $50,000-$55,000

Position to commence: December 2026

Please submit your resume by November 17, 2026 to the Hiring Committee at hr@pchs4u.com

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Please add **Job Posting#MKT-030/2026-27** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

Equity, Diversity, Inclusion Statement: *PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com*

Use of AI: *We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.*

Disclaimer: *PCHS only posts jobs on verified platforms and* ***never*** *requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com****.*** *Do not submit personal information through any other website or link.*