



Middlesex-London Paramedic Service

Employment Opportunity



Communications & Public Affairs Specialist

Reference ID: 2026-CPA-01-EX
Classification: Non-Union
Reporting To: Director of Paramedic Services
Location: MLPS Headquarters/Various Locations
Posting Date: April 10, 2026

Positions: One (1)
Position Details: Permanent, Full-time
Standard Hours: 40 hours per week
Salary: \$40.87 – \$47.82 per hour
Deadline: May 8, 2026

About Us

Middlesex-London Paramedic Service is responsible for providing 24-hour emergency and non-emergency pre-hospital medical care and transportation to individuals experiencing injury or illness. Our dedicated teams of highly qualified front-line paramedics work with up-to-date equipment and technology to give the residents and visitors of the Middlesex and London area the best service available.

Job Summary

Reporting to the Director of Paramedic Services or designate, the Communications & Public Affairs Specialist is responsible for the planning, development, and delivery of internal and external communications for Middlesex-London Paramedic Service (MLPS).

The position supports organizational effectiveness, transparency, and public confidence through the provision of strategic communications, digital media management, and community engagement initiatives. The role ensures alignment with Middlesex County communications standards and supports coordinated messaging across partner agencies and interested parties.

Education

- University degree or college diploma in Communications, Public Relations, Journalism, Marketing, Corporate Communications, or a related field. A combination of education and relevant professional experience in communications, public sector engagement, or media relations may be considered.
- Professional designation or membership with a communications or public relations association (e.g., IABC, CPRS) would be considered an asset.

Experience

- Minimum four (4) to five (5) years of progressive experience in a communications role involving internal communications, external communications, and digital communications management, preferably within the public sector, healthcare, emergency services, or a similarly complex operational environment.
 - Experience developing communication strategies, preparing executive-level communications, managing social media platforms, and coordinating public information initiatives.
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Knowledge, Skills, and Abilities

- Knowledge of social media management tools and website content management systems.
- Excellent written and verbal communication skills, with the ability to prepare clear, concise, and audience-appropriate materials.
- Knowledge of communication principles, public relations practices, and digital communication strategies.
- Ability to manage multiple priorities in a fast-paced and dynamic environment.
- Strong interpersonal and relationship management skills, with the ability to collaborate across departments and organizations.
- Working knowledge of relevant legislation, including accessibility (AODA), privacy, and municipal communications practices.
- Strong organizational and project coordination skills with the ability to manage multiple priorities.

Additional Requirements

- Must maintain a valid Ontario Class G driver's license and provide a clean Driver's Abstract as a condition of employment.

Major Responsibilities

- Develops and implements internal communications strategies to support staff engagement, operational awareness, and organizational alignment.
- Prepares internal communications materials including staff bulletins, leadership messages, and briefing notes.
- Supports change management initiatives through effective communication planning and execution.
- Prepares and coordinates public-facing communications materials, including annual reports, media releases, presentations, and corporate publications.
- Ensures accuracy, consistency, and alignment with MLPS and Middlesex County messaging and branding standards.
- Provides support for issues management and reputational communications, including response coordination as required.
- Manages MLPS social media accounts and digital communication platforms.
- Develops and implements content strategies to enhance public awareness, engagement, and education.
- Monitors social media activity and public sentiment, providing analysis and recommendations.
- Manages MLPS website content and page development, including creating, updating, and organizing accessible, user-focused web pages that align with branding, public information needs, and County standards.
- Develops and implements community engagement strategies to promote MLPS programs and services.
- Supports public education initiatives, outreach activities, and community events.
- Builds and maintains relationships with community partners and interested parties.
- Demonstrated proficiency in graphic design and content creation tools such as Canva, Adobe Creative Cloud (e.g., InDesign, Illustrator, Photoshop), or equivalent platforms.
- Ability to develop visually engaging materials that align with corporate branding standards, including reports, presentations, social media graphics, infographics, and public education materials.
- Strong understanding of layout, typography, and visual hierarchy to effectively communicate complex information to diverse audiences.
- Experience adapting content for multiple formats and channels (digital, print, social media, presentations) while maintaining consistency and accessibility (AODA compliance).
- Supports the development and execution of communications strategies that advance MLPS priorities.
- Provides communications advice to MLPS leadership on emerging issues, risks, and opportunities.

- Contributes to advocacy initiatives that promote MLPS services and maintain a positive public profile.
 - Works collaboratively with Middlesex County Communications to ensure alignment, integration, and amplification of messaging.
 - Ensures compliance with County policies, accessibility standards (AODA), and applicable legislation.
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How to Apply

If you are interested in this opportunity, please submit your cover letter and resume by email to applications@mlems.ca by 4:00 p.m. on May 8, 2026.

This position is a new position.

For a copy of the complete job description applicants may contact applications@mlems.ca.

Closing Statement

Middlesex-London Paramedic Service is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone.

In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and MLPS's Accommodation Policy, a request for accommodation will be accepted as part of the hiring process. Accommodations are available throughout the recruitment process.

If selected for an interview or to participate in an assessment process, you must provide your accommodation needs in advance, to avoid any delays in the recruitment process. You may also be required to submit adequate medical/other documentation to MLPS to support your request for accommodation. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

Applicant information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be held in confidence and only be used for candidate selection purposes only.

We thank all applicants who apply, but only those selected to be interviewed will be acknowledged.

Accessibility: Documents are available in various accessible formats upon request. To make a request please contact MLPS HR at hr@mlems.ca.
