



DNSSAB is Hiring!

Supporting Human Services in Our District

The District of Nipissing Social Services Administration Board (DNSSAB) helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable child care, and is there when a little support can make a world of difference during a difficult time.

Bulletin No: D2026-10

Salary: \$20.00 / hour

Position: Communications Intern

Location: North Bay, ON

Duration: Temporary Full-Time (up to 12 months)

Under the supervision of the Communications and Executive Coordinator, the Communications Intern will support DNSSAB's communications and outreach efforts through website updates, social media content creation and scheduling, event coordination, communications planning, and engagement research. The role also includes supporting confidential projects and providing administrative assistance to align with DNSSAB's strategic goals and commitment to accessible, inclusive communications.

Qualifications:

- Post-secondary diploma in Communications, Public Relations, Marketing, or a related field
- Strong organizational and time management skills
- Excellent written, verbal, and interpersonal communication skills
- Working knowledge of MS SharePoint and Microsoft Office
- Bilingualism (English and French) is considered an asset
- Demonstrated professionalism, reliability, regular attendance, and ability to maintain confidentiality
- Flexibility of hours and location of work may be required
- Experience with digital communications tools (e.g., Canva, Google Analytics, social media)
- A valid Ontario driver's license and access to a vehicle for work purposes

Contract Intern

Employees Enjoy:

- Employee Assistance Program
- The right to disconnect
- Wellness activities
- Psychologically safe workspace

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream  nohfc

Must be legally eligible to work in Canada. A Police Record Check within three months is required. This position is an existing vacancy. Applications will be accepted **only through the Plum Recruitment Tool until 4:30 p.m. on Friday, March 20, 2026**, at <https://bit.ly/4b79a7g>. Applicants must create a profile and complete an assessment prior to uploading a cover letter and résumé.

DNSSAB is an equal opportunity employer. In accordance with its Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest; only applicants selected for an interview will be contacted. The DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.