

## Career Opportunity – Digital Content & Development Assistant

**Start Date:** As soon as possible

**Salary:** \$40,000 plus attractive benefits package

**Hours:** Monday – Friday, 9 am – 5 pm Eastern Standard Time

**Term:** 2-year contract with possibility of renewal

**Location:** Anywhere in Canada – must be willing to travel

**Physical and Health Education Canada (PHE Canada)** is a national, charitable, voluntary-sector organization empowering the Physical and Health Education Community to ensure students have the knowledge, skills, and attitudes to lead active, healthy lives. Supporting young people to live healthier lives is meaningful work and we take a lot of pride in that. PHE Canada is committed to hiring a workforce and working with professional contracting services that are inclusive of the diverse student population and the membership it serves. The perfect fit for us is someone who has strong French language skills, attention to detail, has many good ideas to share, and has strong technical skills with digital content. You have a keen innovative spirit, good relationship-building skills, and a great sense of humour.

**Your Future Team:** This is a high performing small team, and we rise to any occasion together. We wrote this together and we hope you will contact us if you see yourself as part of the team.

### POSITION OVERVIEW

The Digital Content & Development Assistant is a full-time 2-year contract position and compensation is commensurate with experience. The focus of the role is to support (in both official languages) the creation and maintenance of PHE Canada's e-learning platform and the creation, editing, and revising of digital media (video, visual stories, web) assets. The Digital Content & Development Assistant will work closely with the Communications Team and report to the Development Director.

### ROLE & RESPONSIBILITIES

- Support website maintenance, review, and development/updates as needed (content & design)
- Support the creation and lead the implementation of a YouTube and overall video production strategy (TikTok, Vimeo, Facebook Watch, Instagram Live/IGTV)
- Manage, produce, and edit video content (both promotional and educational) for campaigns, professional development, and promotions
- Support design teams with the creation of visual stories for social media as needed
- Support the creation and maintenance of e-learning platforms
- Support virtual conferencing (webinars, break out rooms, live streaming), event registration, and call for presenters
- Create and support award program, surveys, and granting forms
- Work collaboratively with team members to develop innovative strategies, and compelling and persuasive sponsorship, fundraising, advocacy, membership campaigns, and presentation decks

## QUALIFICATIONS

- Working knowledge of design software (e.g. Adobe Illustrator, InDesign, Photoshop, and relevant applications such as Canva)
- Working knowledge of video editing software (e.g. Adobe Premiere Pro, Final Cut, etc.)
- Experience with screen capture tools to make technical video demonstrations and short video tutorials
- Working knowledge of learning management systems and instructional design for e-learning (e.g. Moodle, D2L/Brightspace, eloomi)
- Experience with Drupal and web design
- Experience with web conferencing tools (e.g. Zoom, Teams, BigBlueButton)
- Knowledge of Mac and PC environments, and experience with SharePoint and Google Drive
- Strong knowledge of MS Office Suite (PowerPoint, Excel, Word, Outlook)
- Good judgment, initiative, resourcefulness, tact, and discretion
- Verbal and written communication skills in both official languages
- Innovative, collaborative, can-do spirit.

## EDUCATION AND EXPERIENCE

The above is normally acquired through the completion of:

- Three (3) year post secondary diploma in web design, media, communication, or business.
- Certificate in Technical Writing preferred.
- Minimum of three (3) years of experience in education, training, educational technology, instructional design, technical writing, or a related field.

## HOW TO APPLY

Interested candidates should submit their covering letter and resume **in French**, and (2-3) samples of their work in confidence, no later than **Monday, October 25<sup>th</sup>, 2021** to:

Attention: PHE Canada Team

Physical and Health Education Canada (PHE Canada)

2451 Riverside Drive

Ottawa, Ontario K1H 7X7

Email: [info@phecanada.ca](mailto:info@phecanada.ca)

Web: [www.phecanada.ca](http://www.phecanada.ca)

The interview process will be conducted in English.

*PHE Canada is an equity-committed employer and encourages applications from groups including but may not limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people, and people with disabilities. All inquiries and applications will be held in strict confidence. We thank all applicants in advance; however, only those selected for further consideration will be contacted.*

*PHE Canada offers an inclusive, barrier-free recruitment and selection process and work environment. Please let us know of any accommodations needed to ensure you have access to a fair and equitable process.*