

Career Opportunity – Bilingual Coordinator, Communications & Events

Salary: \$45,000 - \$50,000/year, plus an attractive benefits package

Hours: Monday - Friday, 9 am - 5 pm

Term: 2-year contract, with the possibility of renewal

Location: Ottawa (Ontario)

GENERAL ACCOUNTABILITY

As our Bilingual Coordinator, Communications & Events, you will assist with the development and implementation of communication projects that support PHE Canada initiatives and maintain a positive profile with its members and the public.

We are looking for someone to:

- Craft compelling content and/or design collateral for web pages, e-newsletters, program announcements, classroom resources, press releases, reports, blogs, and social media posts.
- Support annual in-person events (National Conference, Research Forum).
- Support grant-giving initiatives (PHE Empowerment Funds).
- Maintain and advance the PHE Canada website and microsites for optimal user experience.
- Collaborate on social media accounts, and implement campaign priorities and partner activities.
- Edit, layout, and design collateral using software applications and platforms such as Canva, Drupal, and MailChimp. Knowledge of Adobe Creative Clouds is a plus, such as InDesign, Photoshop, Illustrator, and Premiere Pro.
- Jump right in to implement and enhance our brand platform into communications plans and strategies that result in effective communications content/collateral.
- Maintain effective working relationships with a wide variety of PHE Canada stakeholders, including staff, media, and the public.
- Build media relations and media monitoring.
- Maintain and grow knowledge of sector regulations and best practices (e.g. CASL).

QUALIFICATIONS

- Diploma or degree in communications or a related discipline, and,
- Related work experience in web, social media communications, public relations, and event coordination.

SKILLS

- Bilingual - C level of proficiency in English and French.
- Digital media skills for monitoring and analytics.
- Knowledge of and aptitude in emerging and best practices in print and web development/design.
- Proficiency with video and presentation editing tools.
- Proficiency in Microsoft Office.
- Proficiency with project management software (e.g., Excel, Monday.com).
- Ability to quickly learn and uptake new applications and software.
- Experience with small and large-scale event planning and implementation.

- Proven ability to coordinate multiple projects and tasks.
- Good knowledge and/or work experience within the 3rd (non-profit) sector.
- Creative can-do spirit.

YOUR FUTURE TEAM

- PHE Canada's vision is for all children in Canada to lead healthy and active lives. By joining our team, you will support and champion the work of educators, researchers, public health workers, and change-makers from across the country who are critical to realizing our vision.
- The perfect fit for us is someone who has strong attention to detail, has many good ideas and is comfortable throwing them out into the group for input. You have a keen innovative spirit, good relationship-building skills, and a great sense of humour.
- This is a high-performing but small team and we will rise to the occasion together. Supporting young people to live healthier lives is meaningful work and we take a lot of pride in that.
- We wrote this together and hope you will contact us if you see yourself as part of the team.

HOW TO APPLY

PHE Canada applies and holds itself accountable for equal opportunity and fair hiring practices when filling positions. We encourage applicants to self-identify within their cover letter if they identify as Indigenous, Black, cultural or ethnic minority, 2SLGBTQ+, person with disabilities or different abled, and/or newcomer to achieve this.

We thank all respondents; however, only those candidates selected for an interview will be contacted.

Please submit your resume and cover letter in French and English, and one to two samples of your work (in links or attachments) no later than **Friday, February 23rd, 2024**, to:

Physical and Health Education Canada (PHE Canada)
Email: info@phecanada.ca
2451 Riverside Drive Ottawa, Ontario K1H 7X7
Web: www.phecanada.ca