

Job Posting – Communications Assistant

Start Date: May 31, 2021

End Date: August 20, 2021

Compensation: \$16.50/hour

PHE Canada is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse student population and membership it serves. Preference will be given to applicants that identify as Indigenous, LGBTQ2SI+, persons with disabilities and members of visible minorities.

GENERAL ACCOUNTABILITY

As the Communications Assistant, you will be responsible for assisting with the communications, marketing and promotion initiatives. The perfect fit for us is someone who is a dynamic, task-oriented individual with strong creativity, coordination, communication and interpersonal skills, and the ability to multitask.

We are looking for someone to:

- Assist with the design and production of PHE Canada knowledge products, promotional materials, and campaigns.
- Support the Communications Team with the development of partner media kits.
- Support the update of PHE Canada program websites and pages.
- Support social media analytics and website metrics and monitoring.
- Assist with website audit, suggest areas for improvement and edit for consistency and accuracy.
- Assist with the continued planning, promotion and implementation of PHE Canada programs and initiatives.
- Assist in content review for blogs and reports.
- Participate in communication meetings, contribute to campaign ideas, study customer engagement, and perform office administration duties.

QUALIFICATIONS

- Must be between the ages of 15-30 years of age.
- Must be a Canadian citizen, permanent resident or to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must have a valid Social Insurance Number and be legally eligible to work in Canada.
- Pursuing a career in the area of communications, marketing, sport management/administration, physical education, health studies, health promotion and wellness, education, recreation, event management or a related discipline.
- Good organizational and administrative skills.
- Good verbal and written communication skills.
- Ability to multitask and prioritize.

- Ability to work independently and as part of a team.
- Computer skills with Microsoft Office, email, Internet and web-based technology.
- Bilingualism is an asset but not required.

YOUR FUTURE TEAM

- PHE Canada's vision is for all Canadian children 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 the realization of our vision.
- The Communications Assistant will work closely with the Director of Development and the Lead of Communications and Events, and interact with our team on a wide-range of initiatives. You will have a mix of independent and team projects.
- The perfect fit for us is someone who has strong attention to detail and 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 have 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.
- During the pandemic and following public health recommendations, all team members are currently working remotely from their homes. The Communications Assistant will also work remotely with appropriate training, supervision, and support.
- We wrote this together and we hope you will contact us if you see yourself as part of the team.

HOW TO APPLY

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

Interested candidates should submit their covering letter and resume, in confidence, no later than **April 30, 2021** to:

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

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