

Communications Officer Posting

CSIH is hiring a part-time Communication's Officer to oversee all of CSIH's communications activities. The Communications Officer will also provide support to the annual Canadian Conference on Global Health and the Canadian Women in Global Health initiative. Applicants must be bilingual (English and French), and be able to demonstrate 3 or more years of related experience.

Application Deadline is 4pm of August 10. Please submit applications to info@csih.org. Applications should include your resume and cover letter explaining why the position interests you and how your skills and experience make you a suitable candidate.

About the Canadian Society for International Health

The Canadian Society for International Health (CSIH) is a non-governmental organization that works both domestically and internationally to promote health equity and strengthen health systems. CSIH brings the Canadian global health community together to better achieve a shared goal of improving health worldwide. CSIH accomplishes this mission by:

- Providing spaces for its members and global health practitioners broadly to share knowledge and build partnerships,
- Improving health systems through international projects, and
- Preparing future global health leaders.

CSIH serves as an umbrella organization for approximately 500 members from Canada and abroad who have an interest in global health and development. CSIH partners with Canadian non-governmental organizations, community-based groups, public health units, health care professionals, academia and people with lived experience to implement a variety of programs and knowledge exchange networks.

CSIH offers a centrally-located office in downtown Ottawa, with flexible in-person and virtual work schedules. If you are passionate about health equity – we want you on our team!

Job Description

Position Title: Communications Officer

Location: Ottawa preferred, if virtual - occasional travel to Ottawa will be required

Reporting To: Executive Director and Conference Manager

Summary: The Communications Officer will oversee all CSIH communications activities. The Communications Officer will also provide support to the annual Canadian Conference on Global Health and the Canadian Women in Global Health initiative and related activities, including publishing of the 2020 Canadian Women in Global Health List and managing the Women in Global Health Canada chapter.

Level of Effort: Between 25-30 hrs per week

Term: September 1, 2020 to December 31, 2020

Hourly rate: \$30 CAD per hour billed

Duties and Responsibilities:

Canadian Women in Global Health Initiative

- Coordinate meetings of the Canadian Women in Global Health Working Group and relevant sub-committees, maintaining a Chapter Member list
- Manage email and social media, posting regular social media updates
- Liaise with Women in Global Health (WGH) Global, preparing and submitting bimonthly reports on WGH Canada Chapter activities.

Canadian Conference on Global Health

- Assist the Conference Manager in all email and social media promotion
- Develop and distribute any media advisories
- Communicate with media inquiries in relation to the CCGH
- Manage social media, blogs, website updates during and after the CCGH.

Communications:

- Write, edit, and distribute content, including publications, online content (website and social media), and other marketing material that communicates project activities
- Maintain and manage website and social media accounts
- Integrate all channels of communication (social media, email, print, and digital marketing)
- Maintain records of media coverage and collate analytics and metrics.

General Administration:

- Execute general office duties
- Other activities as required.

Qualifications

- Must be bilingual in English and French
- Experience in a not-for-profit environment
- University degree in a related field (journalism, marketing, communications, etc.)
- Minimum of three years' experience in the communications field
- Knowledge of google analytics, website design software, graphics/editing software, etc. an asset