

Bilingual Marketing and Communications Coordinator

Are you passionate about a career that helps Ontario students be healthy and active at school? If so, we want to hear from you! Ophea is interested in meeting with outgoing individuals who are open to learning and growing in a fast-paced, project-based organization.

About Us

Ophea (www.ophea.net) is a charity (based out of Toronto) that believes schools are an important place where students learn healthy habits that stay with them throughout their lives. Ophea works closely with educators working across Ontario's 72 school boards to ensure the health and well-being of all students remains top of mind. This includes offering programs and services across a variety of health topics including physical activity, concussions, healthy eating, mental health, and many more.

What's It Like to Work for Ophea?

Ophea promotes collaboration (working in small project teams) to execute our work. All staff work and learn across a variety of different areas of the organization (e.g., program development, marketing and communications, training, evaluation) to grow their professional skill sets and keep their jobs challenging and rewarding. Ophea's work is grounded in proven project management principles.

Ophea believes a healthy staff is a productive staff and we offer a variety of benefits including dental and health benefits, competitive vacation (starting at three weeks), flexible hours (e.g., start times between 7:30am and 10:00am), and shortened workdays before long weekends/on Fridays during summer months.

Note: Given the circumstances with COVID-19, Ophea staff are currently working remotely to ensure the ongoing health and safety of all staff as opposed to in our Toronto office.

Role Summary

Ophea is looking for a permanent (full-time) Bilingual Marketing and Communications Coordinator. Ophea is open to negotiating different work arrangements depending on the applicant, including offering a partial/full remote working arrangement for those living outside of Toronto.

The Bilingual Marketing and Communications Coordinator supports the planning and implementation of digital marketing and communications activities to engage Ophea's clients across a variety of digital platforms.

Sample job tasks for this position include:

- Supporting the development of digital communications and marketing content (e.g., Instagram videos, e-newsletters, audience-centered contests/giveaways).
- Reviewing communications materials (quality control of English to French translations and adaptations).
- Monitoring client engagement through web, social media, and email statistics.

This is a full-time position starting in October 2021 (to be negotiated with successful candidate) with a salary range of \$45,000 - \$55,000.

Knowledge (formal education or general knowledge):

- Post secondary education in Marketing, Communications, and/or connected work/volunteer experience.

- Knowledge of social media platforms and digital content software (e.g., Canva, Campaign Monitor) is an asset.
- Knowledge of Ontario's health and/or education sector is an asset.
- Experience creating accessible content compliant with the Accessibility for Ontario with Disabilities Act (AODA) is an asset.

Skills & Experience:

- Bilingualism is a requirement (fluency in French and English, written and spoken).
- 6 months - 2 years supporting marketing and communications activities.
- Motivated self-starter with a willingness to learn.
- Enthusiasm for working in a team-based environment.
- Strong problem-solving skills.
- Positive attitude and enthusiasm for our work.

Application Process

- To apply for this position, please email your cover letter and resume (in English and French) to **hr@ophea.org** with the subject title 'Bilingual Marketing and Communications Coordinator' or 'Coordinatrice/coordonateur de marketing et communication (bilingue)'.
- We will be accepting applications until the position is filled so don't delay in applying if interested.

Please Note:

- *Only those candidates selected for an interview will be contacted.*

- *Ophea is committed to removing barriers and providing accommodation to all applicants and employees. If contacted in relation to an employment opportunity, please advise our HR representative of the accommodation required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*