Dr Agnès Berthelot-Raffard (School of Health Policy and Management, York University), is looking for a Communication Officer (part time) for one of her research projects.

**ROLES & RESPONSIBILITIES**
Under the supervision of the principal investigator, the incumbent will carry out following tasks:
- Plan strategic communication projects that meet the research and interventions objectives of the project.
- Evaluate communication needs and propose products and publications that highlight the project.
- Create and manage social networks.
- In accordance with the internal Public Relations rules and project branding, design and produce publications and other communication tools to publicize the project activities and the work done by the principal investigator.
- Following the project objectives and the principal investigator’s vision and values, write, edit and revise texts, tools and communication media to ensure their relevance and effectiveness.
- Ensure media monitoring.
- Develop and carry out promotional campaigns for the project.

**YOU ARE**
- autonomous and creative.
- comfortable to carry out several tasks simultaneously.
- respectful to the project deadline.
- serious, committed, mature and professional.
- possessing an excellent priority management.
- respectful for confidentiality, intellectual property, and ethical standards.
- fully bilingual English / French.

**EDUCATION & EXPERIENCE**
- University training in communication, public relations, political sciences or any other area deemed relevant.
- At least two (2) years of relevant experience in activities related to communications, communications consultant, journalist, political consultant, etc.
- Excellent knowledge of social networks and advertising tools.
- Excellent written command of French and English.
- Talent in photos, videos and graphics: a BIG plus
- Knowledge of Photoshop and Illustrator: a plus
- Knowledge of video editing software: a plus
- Knowledge of website design
- Proficiency in office automation tools, the Office suite, and the Google suite.

**CONDITIONS**
- **Start Date:** October 31, 2022, for approximately 30 hours a month. **End Date:** December 12, 2022
- **Hourly rate:** $23 + 4%
- The work will have to be performed on campus (Keele).
  - The deadline to apply is October 10, 2022
  - Send a CV + a cover letter + a portfolio + 2 professional references to bhdjlab@yorku.ca
  - Please specify the offer number in the email object: JOB COM2022