Dr. Agnès Berthelot-Raffard (School of Health Policy and Management, York University), is looking for an outreach officer for one of her research projects: **Promoting Black students’ Mental Health: A Pan-Canadian Research and Intervention Project on Social Determinants of Health and Equity in Canadian Universities.**

**ROLES & RESPONSIBILITIES**

Under the supervision of the principal investigator, the incumbent:

**Performs administrative activities associated with the solicitation and enrolment of new project partners:**
- Plans the partnership development.
- Implements the solicitation campaign.
- Creates lists of potential partners.
- Updates and maintains the diverse partner files.
- Follow up on agreements with new partners, etc.
- In association with the communication officer, drafts newsletters, promotional materials.
- Ensures the effective flow of information externally including promotional announcements, correspondence, and other assigned activities.

**Identifies and liaises with potential partners for specific projects:**
- Mobilizes the current and future partners across Canada.
- Supports the project’s strategy and visibility to ensure reaching the project’s beneficiaries.
- Provides briefings, tracks activities, and pursues opportunities.

**Liaises to the francophone communities across Canada:**
- Supports communications to reach current and future Francophone project partners in Quebec and across Canada.
- Support communications to reach the target audience and institutions in Francophone linguistic minority situations across Canada.

**Participates in other administrative tasks** (such as but not limited to):
- Creates tools to disseminate surveys to potential participants.
- Performs tasks relating to organization, implementation, and follow-up of the research/intervention activities.

**YOU ARE**
- **Francophone** but able to work in an English workplace or an anglophone really proficient in French.
- Serious, committed, mature and professional.
- Possessing an **excellent priority management**.
- **Respectful to the project deadline**.
- Comfortable to carry out several tasks simultaneously.
- Detailed-oriented.
- Autonomous and creative.
- Respectful of confidentiality, intellectual property, and ethical standards.
EDUCATION & EXPERIENCE

- University training in area deemed relevant to the position (administration, cultural action, community action, recreation or sports intervention, communication, etc.)
- At least two (1) year of relevant experience in activities related to communications, outreach, project development, etc.
  - Able to create an organization-wide outreach strategy.
  - Comfortable creating work templates (document, slide deck, letterhead).
  - Knowledge of press releases and media training.
  - Connections with Black community organizations across Canada.
  - Experience with communications-related software.
  - Excellent written command of French and English.
  - Talent in photos, videos and graphics, knowledge of Photoshop and Illustrator, video editing software: a BIG plus
  - Proficiency in office automation tools, the Office suite, and the Google suite.

CONDITIONS

- Start Date: October 31, 2022
- End Date: December 17, 2022 (possible renewal in winter).
- 7 hours a week (one day a week or 2 half-days a week)
- AMOUNT: Hourly rate of 22 $ + 4%
- The deadline to apply is October 10, 2022
- Send a CV + a cover letter + 2 professional references to bhdjlab@yorku.ca Please specify the offer number in the email object: OUT2022