Communications Coordinator - Dalla Lana School of Public Health, Office of Advancement

Work-Study Position

Campus Location: St. George/ remote

# of Vacancies: 1

Hours Per Week: 12-15

About us:

The Dalla Lana School of Public Health is a faculty of the University of Toronto that originated as one of the Schools of Hygiene begun by the Rockefeller Foundation in 1927. The School went through a dramatic renaissance after the 2003 SARS crisis and it is now the largest public health school in Canada, with more than 850 faculty, 1,000 students, and research and training partnerships with institutions throughout Toronto and the world. It is also one of the top ten schools of public health in the world. Through research and philanthropic funding, the School supports discovery and innovation in infectious disease, global health, occupational disease and disability, Indigenous health, health systems and policy, among many other areas.

The Office of Advancement promotes and upholds the DLSPH’s mission by engaging its worldwide community of alumni and friends in support of its top academic priorities. Working closely with the School’s academic leadership, its staff and students, alumni and volunteer leaders, and donors, Advancement leads and coordinates alumni relations and fundraising efforts across the University.

We seek a hard-working part-time Communications Coordinator to join our team.

Job Overview:

Reporting to the Director of Advancement and Development Officers, you will help with the following tasks:

- Creating engaging social media content using digital design platforms (Canva)
- Day-to-day management of social media accounts
- Creating a monthly e-newsletter, tracking performance and engagement
- Supporting the promotional rollout of events, both in person and online
- Reporting and writing stories about DLSPH alumni and supporters
- Updating alumni hub website
- General office administrative work as needed

Requirements:

- Able to work independently and as part of a team;
- Self-starter;
- Interested in learning about public health or communications;
- Detail oriented;
- Able to multitask and thrive in a fast-paced environment;
- Excellent communications skills both written and verbal;
- Creative design skills and proficiency in Canva
Proficient in Microsoft Suite;
Proficiency in Adobe Creative Cloud a bonus;
Willing to participate in a weekly team meeting.

Benefits:
Flexible schedule
Remote work

Experience:
Social media management: 1 years (preferred)
Copywriter / content creator: 1 year (preferred)

Closing Date:
September 16, 2022

Compensation will be $15- $20 per hour commensurate with experience.

Please apply through the CLNx website: https://clnx.utoronto.ca/myAccount/jobs/work-study/wjobs.htm