



Position Title: **Communications Assistant**

Status: Permanent full-time

Location: Oakville, Ontario (DC, 2907 Portland Drive)

Reports to: Director of Philanthropy & Communications

About the organization

Health Partners International Canada (“HPIC” and the “Organization”) is a not-for-profit relief and development organization dedicated to improving access to medicine and improving health for vulnerable communities around the world. As the only charity licensed by Health Canada to handle donated medicines, HPIC contributes to health and well-being by providing donated essential medicines and supplies, responding to emergencies, and strengthening local health systems. We partner with a network of non-governmental organizations (NGOs) and medical mission teams, with pharmaceutical and healthcare product companies, and with foreign and Canadian government departments.

About the position

Reporting to the Director of Philanthropy & Communications, the Communications Assistant helps enhance HPIC’s footprint and impact with target audiences by leveraging print assets, social media, and digital platforms, and attracting new donors, partners, and volunteers. Responsibilities include capturing and implementing metrics to underpin HPIC’s marketing and communications strategies; drafting content and testimonials; and monitoring and developing content for social media. Success in this position requires keen attention to detail, collaboration with team members, and aligning actions and decisions with HPIC’s mission and values. Crucially, you will be passionate about bringing health to children and families living in vulnerable communities.

What We Offer:

- We won’t let you sink or swim—we will provide training and mentoring
- A chance to increase vulnerable communities’ access to medicine
- A chance to work with and learn from highly motivated experts
- An opportunity to further develop your communication skills
- Tim Horton’s and McDonald’s within three minutes of DC

Key Duties and Responsibilities

Programs, Communications

- Create print and digital assets, including semi-annual newsletter, donor proposals and cases for support, impact reports, campaign mailings, and solicitation pieces
- Write, edit, and upload content for social media and website
- Help develop and deploy content, stories, and testimonials for key programs
- Monitor social media accounts and post approved content
- Capture and analyze marketing and social media metrics to enhance presence
- Develop marketing and communications initiatives for review by supervisor
- Assist with events and opportunities (on site, off-site, and online)

External Communications

- Pursue opportunities in media and government partnerships
- Share information on impact and mission with stakeholders and partners
- Update key messages for campaigns and emergency response activities
- Prepare remarks for spokesperson(s) attending media and donor events
- Build media kits and other media assets (including press releases), as needed

Website Management

- Assist with management of HPIC website(s)
- Update content and visuals on English and French websites
- Ensure that website complies with applicable policies, laws, and regulations

Qualifications

- College or university degree in marketing, communications, or journalism
- At least two (2) years of experience in communications, including graphic design, video production and editing photography, working with WordPress, and ideally in healthcare or not-for-profit sector
- Experience with business use of social media platforms
- Proficient with MS Office and virtual meeting technology (Zoom, Teams)
- Excellent written and verbal communications and interpersonal skills
- Strong time management skills
- Proficiency in French an asset

Profile

- Passionate about emergency aid
- Committed to writing flawless content
- Highly organized and motivated
- Unfazed under pressure
- Intellectually curious
- Flexibility to occasionally work outside regular hours

How to apply: if you are passionate about bringing medical help to people in need in the developing world, please send us your resume and cover letter. Please email dgomez@hpicanada.ca, and refer to the position title in the subject line.