



JOB POSTING

Communications and Administrative Assistant Canadian Deprescribing Network

OVERVIEW

The Canadian Deprescribing Network (CaDeN) is a group of individuals who are committed to improving the health of Canadians by reducing the use of potentially inappropriate medicines and enhancing access to non-drug alternatives in older men and women. It is funded primarily through a Canadian Institute of Health Research (CIHR) Partnership for Health System Improvement grant. Members represent a wide range of stakeholders related to deprescribing, including patient advocates, community-led and federally funded quality improvement organizations, healthcare professionals, provincial policy-makers and academic researchers.

Summary of Position

As a high-functioning member of a small, dynamic team, the Communications and Administrative Assistant will assist in developing and disseminating communications and educational materials as part of a public awareness campaign to promote deprescribing and medication safety. The Communications and Administrative Assistant will also regularly contact partners, organizations and media outlets, and keep up-to-date contact and media lists.

Qualifications

- Degree in a field related to communications, marketing and public relations
- Minimum 2-3 years of relevant professional experience
- Experience contacting/working with press, news media and/or digital technology
- Experience working in a health, science, community organizations, policy or research environment an asset

Desired Skills

- Completely bilingual with faultless proficiency in oral and written communication skills and fluency in French and English
- Ability to work in a fast-paced team environment
- Ability to work independently with limited direction
- Outstanding organizational and time management skills; excellent attention to detail
- Excellent computer skills (e.g. ability to create attractive documents in Microsoft Word, create professional PowerPoint presentations, create graphs in Excel, proficiency with MailChimp and Survey Monkey)
- Experience with InDesign, Illustrator and Photoshop an asset



- Outstanding interpersonal skills, with the ability to work with the general public, health care professionals and community / health organizations

KEY RESPONSIBILITIES

Communications assistance

- Disseminating information and communication materials to partners and contacts; regularly following-up with emails and phone calls
- Pitching articles and press releases to media and local papers
- Drafting and updating documents, proof-reading, editing and translation
- Creating a social media strategy, making social media contacts and scheduling posts
- Assistance with building, partnering and engaging our network of community organizations and partners
- Building and maintaining a media list
- Recruiting participants for events and focus groups
- Organizing focus groups
- Preparation of powerpoint slides and other visual materials for presentations

Administrative assistance

- Compiling, organizing and updating contact lists
- Coordinating printing and shipping
- Assisting with event planning and management; ordering promotional items for events
- Organizing teleconference meetings for the network's executive and sub-committee members
- Drafting minutes and writing meeting reports
- Drafting letters and annual reports
- Assisting with accounting, tracking expenses and reimbursement processes

SUPERVISION RECEIVED

- The Communications and Administrative Assistant reports to the Director and Assistant Scientific Director, with direction also provided by the Communications Director.

LANGUAGE REQUIREMENTS

- A high level of proficiency in English and French oral and written communication is a requirement.



WORKING CONDITIONS

- The successful applicant will be required to work out of the Canadian Deprescribing Network offices, located in Montreal, Quebec.
- Possibility of working either 28 hours or 35 hours per week.
- This role requires occasional overnight travel outside of Montreal.

ADDITIONAL INFORMATION

Duration

The initial appointment will be a full-time appointment for one year, including a 3-month probation period, with the possibility of renewal.

Salary

Commensurate with experience and human resource guidelines.

APPLICATION MATERIALS & DEADLINE

Please send

- a cover letter outlining relevant experience and interest in the position;
- a full CV;
- a list of three references.

All application materials should be addressed to Dr. Cara Tannenbaum and must be received by Annie Webb, Communications Director, by email: annie.webb@criugm.qc.ca by **5 pm EST, September 8th, 2017**.

Only successful candidates will be contacted. These candidates will receive an invitation to an interview by September 13th, 2017.