



Jewish  
General  
Hospital  
Foundation

## COORDINATOR, MARKETING AND COMMUNICATIONS

### ADVANCEMENTS IN HEALTHCARE ARE MADE HERE.

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH to enhance its extraordinary patient care, further scientific discovery, and transform healthcare delivery through innovation. We partner with inspired community members to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

We are a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward—for the betterment of all Quebecers and beyond. Join us!

#### THE OPPORTUNITY

Reporting to the Director, Marketing and Communications, the Coordinator, Marketing and Communications will assume a pivotal role within the organization. We're looking for a teammate who will leverage their industry experience and skills to help the JGH Foundation continue to grow and build for a successful future.

#### DUTIES AND RESPONSIBILITIES

- Organize and streamline all incoming internal requests for translation and graphic design.
- Act as the intake person for collaborative projects involving other Foundation teams such as the Development and Events teams.
- Keep track of and manage the hospital Foundation signage (printed and digital).
- Traffic all advertising efforts (incl. press releases) to appropriate channels.
- Organize and maintain the Marcomm team's photobank.
- Manage relationships with freelancers, agencies, and promotional vendors.
- Help maintain and update our website and social media platforms.
- Contribute to content for newsletters, social media, our website, and donor spotlight stories.
- Prepare reports by collecting, analyzing and summarizing marketing and fundraising data.
- Perform administrative tasks as needed.

## **QUALIFICATIONS AND REQUIREMENTS**

- Undergraduate degree in a related field
- Minimum of two years in a similar position.
- Ability to work in both French and English (oral and written).
- Knowledge of Microsoft Word, Excel, PowerPoint and Teams.
- Ability to take initiative and embrace challenges.
- Experience in web CMS (e.g. WordPress), email platforms (e.g. Constant Contact, Mail Chimp) and CRM (e.g. Luminare Online) an asset.

## **KEY INFORMATION**

- Salary range: \$53,000-72,000
- Regular full-time position (35 hours / week)
- Competitive benefits package, including group retirement plan with employer match
- Hybrid work environment
- For more information on how the JGH Foundation is working wonders, consult our latest Annual Report.

## **DIVERSITY, EQUITY, INCLUSION AND BELONGING STATEMENT**

The JGH Foundation is a proud equal-opportunity employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

## **HOW TO APPLY**

Please send your CV and cover letter in confidence to [recrutement@fondationhgi.org](mailto:recrutement@fondationhgi.org). Only those selected for an interview will be contacted.

