



Association pour la santé environnementale du Québec
Environmental Health Association of Québec

Communications and Social Media Assistant

The Environmental Health Association of Québec (ASEQ-EHAQ) is looking for a bilingual, highly motivated person to join our team as a **Communications and Social Media**, for a contract position starting on October 16, 2023.

About us

The Environmental Health Association of Québec (ASEQ-EHAQ) is a non-profit, charitable organization that aims to improve the well-being of individuals experiencing [Multiple Chemical Sensitivity](#) (MCS). We create projects that promote social inclusion, provide ecological solutions for everyday living and promote healthy solutions for all applications. We currently have close to 2000 members from across Canada who benefit from and participate in our numerous projects and support and training services.

If you are passionate about the environment, health, and justice and want to be part of making change through education and creating awareness and outreach, that will touch millions of lives in Canada, we have a job for you! We are inviting you to join our small but mighty team that works towards these goals.

Position Summary

The employee will work closely with management to plan and manage communications, activities, social media, and the running of the group.

General Duties

- Promote the association and its events through different social media platforms and manage all social media
- Managing and presenting at online events (familiar with zoom, and webinars).

ASEQ-EHAQ

Association pour la santé environnementale du Québec • Environmental Health Association of Québec
C.P./P.O. # 364, Saint-Sauveur, Québec J0R 1R0
514-332-4320 • bureau@aseq-ehaq.ca • office@aseq-ehaq.ca
aseq-ehaq.ca • ecoasisquebec.ca

Français : HypersensibiliteEnvironnementale.com
LaVieEcolo.ca

English: Environmentalsensitivities.com
EcoLivingGuide.ca

- Write and edit documents, and prepare data for the communication of reports, articles, and presentations in both official languages.
- Assist in the drafting of submissions to journals.
- Managing podcasts.
- Collaborate with the team and attend meetings.
- Create newsletter articles and finishing touches, editing articles and reports.
- Perform any other assigned activity.
- Awareness of environmental health and multiple chemical sensitivity.
- Monitor and update website content with the webmaster
- Assist in creating diverse content formats, such as reels, podcasts, and interactive graphics, to deliver engaging experiences for our target audience.
- Proactively engage with the online community by responding to comments, questions, and direct messages on social media platforms.
- Collaborate with the web development team to assist in creating new website elements, such as buttons and content sections, to improve site usability and content accessibility.
- Curate and share relevant articles, videos, and other content aligned with our association's goals.

Qualifications & Requirements

- Bachelors' degree.
- Excellent bilingual (English and French) written and verbal communication skills (requirement).
- Outstanding organization, prioritization and time management skills.
- Experience with project management is an asset.
- Ability to multi-task, track, and handle various requests at the same time.
- Ability to work in a fast-paced environment.
- Attention to detail and aptitude in long-term task planning.
- Knowledge of survey-creating platforms such as Google Forms, Survey Monkey, Microsoft forms, etc.
- Monitor and update website content with the webmaster.



- Prepare and analyze survey responses.
- Ability to promote the association using social media (Facebook, Instagram, TikTok, Twitter, LinkedIn).
- Familiarity with CANVA.
- Managing and presenting at online events (Familiar with Zoom, webinars).
- Managing podcasts.
- Quick learner, ability to grasp and use new software.
- Newsletter articles and finishing touches, editing articles and reports.
- Familiarity with computers, and Microsoft software (Word, Excel, PowerPoint, OneDrive, SharePoint, etc.).
- Comfortable with social media platforms (Facebook, Instagram, TikTok, Twitter, LinkedIn).
- Ability to work in a team.
- Basic video editing an asset.
- Have an eye for detail.

Employment Conditions

- 20 hours/week, \$25/hour, Remote work.

If you meet the requirements to fulfill this position, we encourage you to send your résumé and cover letter immediately, to office@aseq-ehaq.ca