



Communications and Environmental Outreach Officer

The Environmental Health Association of Quebec (ASEQ-EHAQ) is seeking a 28-week paid internship for a Communications and Environmental Outreach Officer, starting July 19, 2021.

About us:

The Environmental Health Association of Québec (ASEQ-EHAQ) is a non-profit, charitable organisation that aims to improve the well-being of individuals suffering from environmental sensitivity. We create projects that address social isolation, provide ecological solutions for everyday living and promote healthy lives. We currently have close to 2000 members from across Canada and around the world who benefit from and participate in our numerous projects and support and training services.

Program Eligibility Criteria:

- Be between 15 and 30 years old at the beginning of the internship;
- Have completed post-secondary studies;
- Have the legal right to work in Canada;
- Be a Canadian citizen, a permanent resident or a person with refugee status in Canada;
- Not receive employment insurance (EI) during the internship;
- Self-assess as underemployed, that is, employed below their level of education or holding a part-time job.

Position Summary

In collaboration with a multidisciplinary team, the Communications and Environmental Outreach Officer will be responsible for developing new programs and projects and updating existing content that will reach external stakeholders from the community and various associations and institutions. They will also be responsible to evaluate our current outreach communications tools that aim to educate and also raise awareness of multiple chemical sensitivity and environmental health.

Roles and Responsibilities

- Establish relationships with external stakeholders in the community with similar interests
- Communicate programs and projects to various associations, institutions, and professionals
- Promote programs and key messages electronically through social media, email, and Google ads
- Write bilingual content for the website and other communication materials
- Develop appropriate educational material
- Design a program evaluation plan, report the findings, and make necessary changes
- Perform data collection using various online tools (surveys, telephone, email, discussions)
- Conduct data collection using a variety of online tools (surveys, telephone, email, discussions)

- Oversee logistics of outreach programming delivery, events management for virtual events, related expenses, participation, and reporting.
- Perform other emerging duties as required

Qualifications

- Minimum bachelor's degree, preferably in a related field (communications, technical writing, health sciences, environmental studies, etc.)
- Minimum of two (2) years of experience in program development and evaluation, project coordination and organising workshops / webinars
- Bilingualism in both oral and written French and English
- Experience writing social media (Facebook, Instagram, Twitter) and web content (Wordpress)
- Understanding of multiple chemical sensitivity and other issues of environmental health (asset)
- Knowledge of Microsoft Office suite (MS Word, MS Excel, MS PowerPoint)
- Knowledge of program evaluation tools
- Knowledge of online data collection and analysis tools (Survey Monkey, Google Analytics)
- Ability to network, identify and form alliances easily
- Ability to work well and collaborate with others in a team environment, as well as work autonomously

Additional Employment Conditions

- Reside in the province of Québec
- Remote work
- Fulltime (35 hours/week)
- Salary: 19\$/hour

To apply for the position (or for information)

Please write to: office@aseq-ehaq.ca

Application deadline: July 14, 2021