



Bilingual Marketing and Social Media Coordinator

Job Title: Bilingual Marketing and Social Media Coordinator (English/French)

Location: Remote, Canada-wide

Position Type: Full-time (Monday to Friday, 9:00 AM to 5:00 PM)

Start Date: As soon as possible

About Us

The Environmental Health Association of Québec (ASEQ-EHAQ) is a national organization advocating for the rights of individuals living with Multiple Chemical Sensitivity (MCS). We promote healthier indoor environments and equitable access to services through education, outreach, and research.

We are seeking a highly organized and creative **Bilingual Marketing and Social Media Coordinator** to lead our digital engagement, support public campaigns, and ensure our communications are consistent, timely, and impactful.

Key Responsibilities

Social Media & Digital Campaigns

- Create and manage bilingual content across platforms including Facebook, Instagram, LinkedIn, Twitter/X, and TikTok
- Design and manage paid campaigns (Google Ads, Meta Ads, etc.)
- Monitor analytics, track engagement, and adjust strategies accordingly
- Maintain alignment with organizational messaging and networks of partners and stakeholders

ASEQ-EHAQ

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

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aseq-ehaq.ca • ecoasisquebec.ca • LaVieEcolo.ca • EcoLivingGuide.ca

Email & Communications

- Build and send bilingual campaigns using email platforms such as Moosend
- Manage contact lists and ensure targeted, accessible content
- Align messages with ongoing events, website content, and outreach goals

Website & Visual Content

- Ensure website content is current and consistent with campaigns and events
- Collaborate on image and video creation (Canva or similar tools)
- Create clear, professional public-facing documents from text provided

Surveys, Data & Reporting

- Publish and promote surveys, collect data, and analyze feedback
- Produce weekly analytics and tri-monthly strategic reports
- Use metrics to support evaluation, planning, and advocacy

Required Qualifications

- **Fluency in English and French**, with strong written and oral communication skills
- Minimum 2 years of experience in social media management and digital marketing
- Proficiency with Google Ads, Meta Business Suite, Zeffy, Moosend (or similar platforms)
- Experience producing bilingual digital documents and campaign content
- Strong organizational skills and ability to work independently and efficiently
- Ability to manage multiple tasks under tight deadlines with high attention to detail
- Familiarity with issues of environmental health, disability, or social justice is an asset

Work Expectations & Integrity

This is a full-time role (35 hours/week). Work hours are 9:00 AM to 5:00 PM EST, Monday to Friday, with a 1-hour lunch break. The ability to work beyond 5:00 PM on occasion may be required, with advance notice.

- While this is a remote position, applicants must reside in Canada and be legally eligible to work in the country.

Please note that this position requires full engagement during work hours and adherence to the organization's policies. Outside contracts or freelance work that interfere with job performance, productivity, or responsiveness are **not permitted**. Periodic performance reviews will ensure alignment with our mission, timelines, and expectations.

Compensation:

The starting hourly rate for this position is **\$25/hour**.

How To Apply

Please submit your **CV**, a **short cover letter**, and **samples of previous digital communications** (e.g., social media posts, email campaigns, or reports) to **emploi@ehac-asec.ca**. Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.

Important Note:

We take the integrity of our recruitment process seriously. By applying for this position, candidates confirm that:

- All materials submitted are their own and accurately reflect their qualifications and experience
- Reference contacts and supporting documents are truthful and verifiable
- Any attempts to misrepresent identity, qualifications, or external endorsements (e.g., falsified reference letters or AI-generated documents) **will lead to immediate disqualification**

We reserve the right to verify credentials and submitted work through independent means. Any discovery of misrepresentation will result in removal from the hiring process.