



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

**RÉALISER DES
MERVEILLES
VOUS AVEZ
CE DON.
WORKING
WONDERS.
YOU HAVE
THAT POWER.**

COORDINATOR, MARKETING AND COMMUNICATIONS

EXCEPTIONAL CARE. WITHOUT EXCEPTION.

Since 1969, the Jewish General Hospital Foundation, a leading hospital foundation in Canada, has been a vital source of support for the JGH - Quebec's #1 hospital—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.

As our Marketing and Communications Coordinator, you will join 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

Drive our story. Build community. Lead the way forward. Make a difference. Looking to apply your extensive marketing expertise to a cause that directly impacts the health of thousands of patients daily? Look no further.

Working under the guidance and support of the Director of Marketing and Communications, the Marketing and Communications Coordinator will support the Marcomm team with all marketing and communications initiatives and activities. We're looking for a teammate who is excellent at managing multiple projects at once, who is detail-oriented and is a "people" person.

YOUR DAILY FUN

- 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
- Prepare project workback schedules using Wrike (Gantt charts) and Microsoft Excel
- 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



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QUALIFICATIONS AND REQUIREMENTS

- Excellent communication skills in French and English (written and spoken).
- Bachelor's degree in marketing/communications or related field
- Firm grasp of current marketing/project management tools, software and strategies.
- 2+ years of experience in marketing/communications
- Ability to work autonomously and handle multiple projects simultaneously
- Superb time-management and organizational skills
- Proficient in Microsoft Office, Teams and Wrike
- Excellent knowledge of social media

WORKING CONDITIONS

- Regular full-time position (35 hours/week)
- Competitive salary and benefits
- Health, dental and pension plan coverage
- Position to be filled by June 1st
- Reporting to the Director of Marketing & Communications

TO APPLY

Please send your CV in confidence to celine.bastien@jgh.mcgill.ca. The JGH Foundation is a proud equal opportunities 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.

