

Wounds Canada (Toronto)

Position: Communications Specialist

Wounds Canada, a not-for-profit organization devoted to promoting effective skin and wound management in Canada, is currently seeking an outstanding individual eager to join our interprofessional team on a part-time (20 hours per week) contract basis as Communications Specialist. The contract will run for one year with possibility for renewal. The successful applicant will be based in the Toronto area and will work mostly from home.

Key responsibilities:

- Work closely with the Director of Knowledge Mobilization and the Director of Education and Professional Development to provide copywriting, editing and proofreading support for a variety of communications content (Web site, e-blasts, e-newsletters, social media accounts, our flagship magazine, *Wound Care Canada*, and journal *Diabetic Foot Canada*, plus promotional and educational materials)
- Participate as a member of the organizational team, contributing to strategic direction and planning decisions, promoting collaboration and actively participating in meetings
- Work with our Senior Manager, Marketing Communications, to update web sites through CMS (content management system) and ensure information is accurate, current and relevant
- Complete research as required to support educational, promotional and public-relations-related activities
- Assist subject matter experts in developing articles and educational materials
- Other duties as required

Qualifications:

- Self-motivated, flexible and disciplined team player
- Must possess excellent time-management skills, project management experience and be able to perform duties with a high level of accuracy and attention to detail
- Excellent writing, editing and proofreading skills in English, with the ability to change tone, style and messaging to suit audience needs
- Minimum undergraduate degree in Communications, Journalism, Public Relations, Media, or equivalent experience
- 5+ years relevant experience and a solid portfolio demonstrating successful writing, editing and project management
- French an asset
- Strong computer skills: Microsoft Office (including Word, Excel and PowerPoint), Website management; ability to use InDesign an asset
- Must own a portable computer suitable for handling a wide range of communications-related activities at various locations

Apply no later than Sunday, April 29, 2018. Submit a cover letter and your resume to Addie North (info@woundscanada.ca). We thank all applicants in advance for their interest. However, only those selected for an interview will be contacted.