

Partners In Health Canada – Job Description

Position Title: Public Engagement Coordinator

Reports To: Manager, Digital Communications and Grassroots Strategy

Location: Toronto (Hybrid)

Duration: Full-time 14-month contract position until October 2027, with possibility of renewal

Posting Date: August 7

Posting Close: August 14

Start Date: September 1 or as agreed

Organizational Profile

Partners In Health (PIH) is a global health and social justice organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build capacity and works closely with impoverished communities to deliver high-quality health care, address the root causes of illness, train providers, advance research, and advocate for global policy change. In a world too willing to value one human life over another, PIH stands in solidarity with the destitute, the marginalized and the sick. We pursue a moral mission within a medical context: to provide the best health care to those who need it most. Partners In Health Canada was founded in 2011 and is based in Toronto. Visit www.pihcanada.org to learn more.

About the Role

Part of Partners In Health Canada's mandate is to strengthen the Canadian movement for global health equity by developing the next generation of global health advocates and champions. The primary vehicle for PIH Canada's movement-building work is Students for Partners In Health Canada (SPIHC), a growing network of university and secondary school chapters and community organizers. The Public Engagement Coordinator will join a small national staff team committed to building a movement for the right-to-health through SPIHC's advocacy, fundraising, and community building campaigns in Canada.

The successful candidate will coordinate student-facing programs and events, provide administrative and logistical support for university and secondary school case competitions and the annual Training Institute, support student chapters and mentorship programming, and help maintain systems for program reporting and evaluation. This role is ideal for a highly organized, detail-oriented early career professional who is passionate about global health equity and youth engagement. Previous experience in student leadership, event coordination and/or administration would be an asset. This individual will help deliver high-quality learning experiences, strengthen student leadership across the SPIHC network, and support the growth of a vibrant community of young advocates committed to global health and social justice.

Key Responsibilities

Administrative support for student case competitions, training institute and related events (60%):

- Communicate with event vendors (e.g. hotels, catering companies, venues) for case competitions, training institute and national competition
- Communicate with student groups organizing case competitions about event logistics
- Create and manage student financial aid application process
- Communicate and continuously follow up with students to coordinate travel and logistics in a timely manner
- Manage reimbursement for student expenses, including for travel
- Support staff traveling for case competitions with travel logistics
- Create event documents (worksheets, slide shows, participant welcome packages, etc)
- Conduct outreach to speakers, judges and guests
- Set up and monitor event registration forms
- Communicate with event participants via email and Eventbrite
- Coordinate evaluation process following events.
- Coordinate and deliver on-site support for student events (e.g. registration desk) and other day-of logistical support

Support SPIHC chapters via ongoing programming and mentorship (20%)

- Provide administrative and technical support for digital SPIHC workshops: help create agendas, set up Zoom links, create slides and resources, assist with facilitation and note taking
- Lead internal communications with student leaders, including on Slack and email
- Communicate and coordinate with SPIHC mentorship circle, and lead meetings among mentors
- Assist the Community Organizing Specialist with the development of training materials, facilitation guides, mentor resources, student leadership tools, and chapter playbooks.
- Support mentors and their student chapters in areas such as organizing events, recruitment, advocacy, fundraising, partnership-building, and team management

Monitoring, Reporting & Systems (10%)

- Support student chapters in collecting and submitting participation and impact data
- Maintain systems for tracking chapter activity, engagement metrics, and program outcomes
- Contribute to reporting for organizational leadership, funders, and partners

Other duties as assigned (10%)

- Support other teams at PIHC with administrative tasks as needed and as capacity allows, in consultation with your manager.

Preferred Experience and Qualifications

Required:

- 0-2 years' professional experience in a relevant role
- Interest in current affairs and global health and development issues
- Strong project management and coordination skills, including the ability to manage multiple timelines and stakeholders
- Excellent English-language writing and public speaking skills
- Strong organizational and administrative abilities, with attention to detail
- Demonstrated commitment to social justice, equity, and global solidarity

Strong Assets:

- Professional or volunteer experience in youth engagement, student leadership or administrative roles
- Experience as a leader or participant in a university or college student club
- Experience coordinating events, conferences, competitions, or training programs
- Familiarity with data collection, reporting systems, or program evaluation

Compensation

Salary range is \$53,000- \$57,000 depending on qualifications and experience. We offer a flexible and hybrid work schedule, a competitive health and dental benefits package, professional development and learning, generous vacation and leave policies, and the opportunity to collaborate and grow with a diverse global team deeply committed to equity and social justice. Applicants must be legally eligible to work in Canada.

Application Instructions

Please send a CV and cover letter to hrcanada@pih.org with 'Community Organizing Specialist' in the subject line. Your cover letter should include some elements of public narrative. Applications without a cover letter will not be considered. Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants but regret we will be unable to respond to all submissions. We request that you do not follow up your application with a phone call or email. We will contact only those candidates selected for interviews. Thank you for your understanding.

Commitment to Diversity and Accessibility

Partners In Health Canada is committed to equal opportunity and equal treatment for every prospective and current employee. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. Candidates from diverse backgrounds, including but not limited to Indigenous peoples, racialized and LGBTQ2+ communities, and people with disabilities, are encouraged to apply. If contacted in relation to a job opportunity, please notify us as soon as possible of any adaptive measures you might require. Information received relating to accommodation measures will be addressed confidentially.