
Position: Associate Communications Officer
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Director, Strategic and Corporate Communications
Status: Temporary, Full-time (6-month contract)
Salary: \$34,520 (pro-rated from annual salary of \$69,041) + 10% benefits premium

[Grand Challenges Canada](#) (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovators in low- and middle-income countries and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. GCC works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

As one of the largest impact-first funders in Canada, GCC has funded over 1,400 innovations championed by innovators in more than 102 countries. These innovations have already improved 10 million lives and are expected to save up to 1.78 million lives and improve up to 64 million lives by 2030.

The **ASSOCIATE COMMUNICATIONS OFFICER** will play an essential role in communicating our impact, supporting program-focused storytelling, digital content creation, and graphics to bring our work to life across multiple channels. The ideal candidate is a proactive communicator with strong writing and editing skills, proficiency in graphic design, and a passion for social innovation.

Key Responsibilities

- **Content Development:** Write, edit, and produce engaging content (e.g., feature stories, articles, video, reports, social media posts) highlighting program milestones, lessons and success stories, ensuring clarity, consistency, and alignment with our organization’s voice.
- **Website management:** Update GCC’s website and microsites and contribute to efforts, keeping content current and accurate across platforms. Regularly update website content to reflect new funding calls, impact stories, and available resources.
- **Brand Awareness and Engagement:** Assist in maintaining consistent brand messaging and voice across all communications channels.
- **Thought leadership:** Support the development of resources, toolkits, and insights that communicate lessons learned from funded innovations. Prepare blog posts, white papers, and webinars that highlight key insights and best practices for other organizations in the humanitarian sector. Identify opportunities for content partnerships and co-authored articles to expand Grand Challenges Canada’s reach and credibility
- **Graphic Design & Visuals:** Create compelling graphics, infographics, and visual assets to support program communications on digital platforms, newsletters, reports, and presentations.
- **Media & Stakeholder Engagement:** Assist in drafting press releases, media pitches, and stakeholder communications that highlight program achievements, impact stories, and field updates for diverse audiences, including partners and funders.

- **Social Media & Digital Content:** Develop and schedule social media content, coordinating with the digital team to promote global health, humanitarian, and Indigenous program impact, events, and advocacy moments.
- **Event Communications Support:** Collaborate on event-specific communications, preparing materials, talking points, and visuals for public-facing events, webinars, and presentations related to our programmatic work.
- **Monitoring & Reporting:** Track key communications metrics (e.g., audience reach, engagement, media mentions) for program-specific campaigns and events, providing insights and recommendations to enhance program visibility.

Qualifications

- Bachelor's degree in communications, journalism, public relations, international affairs, global health, or a related field.
- **3+ years of experience** in communications, preferably within nonprofit, international development, or social impact sectors.
- **Strong writing and editing skills** with an ability to translate complex topics into clear, engaging content.
- **Experience with content creation** for multiple formats, including articles, reports, infographics, social media, and videos.
- Proficiency in graphic design software (e.g., Adobe Creative Suite, Canva) for **creating visuals, reports, and graphics.**
- Familiarity with **fundraising communications** and experience developing donor-centred content is an asset.
- **Knowledge of SEO** and analytics tools (e.g., Google Analytics) for monitoring web content effectiveness.
- Experience **managing organizational accounts on social media platforms**, including content scheduling, and digital engagement strategies.
- Ability to **work collaboratively** across program areas and adapt messaging for diverse audiences.
- **Strong organizational skills** with attention to detail and ability to manage multiple projects.

Preferred Qualifications

- Experience with global health, humanitarian, and/or Indigenous-focused communications.
- Knowledge of French, Arabic or another language relevant to our program geographies.

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Location and Work Requirements

- We are currently working in a hybrid model with time in office and working from home. With rare, approved exceptions, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Some international travel may be required.
- Applicants must be eligible to work in Canada.

Temporary Full-Time Benefits

- 10% in lieu of benefits
- 10 days of vacation (5.3 days covered by 4% in lieu of vacation and 4.8 topped up by GCC to equalize with permanent full-time staff)
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.

Term

- Start date: As soon as possible
- Status: Temporary, Full-time (6-month contract)

Application Process

- Please submit your resume and cover letter [here](#)

POSTED DATE: November 27, 2024

CLOSING DATE: December 4, 2024