

The Ontario College of Family Physicians (OCFP)

JOB TITLE

Communications Summer Student – Member Engagement & Public Affairs (1 position)

ABOUT THE OCFP

The Ontario College of Family Physicians represents more than 13,500 family physicians across the province. We support our members by providing evidence-based education and professional development, promoting and recognizing leadership excellence in family medicine, and advocating for the vital role family physicians play in delivering the highest quality care to patients and families across Ontario.

A not-for-profit and voluntary organization, the Ontario College of Family Physicians was established in 1954 and is the provincial chapter of the College of Family Physicians of Canada.

JOB PURPOSE

This summer student role will assist and support the OCFP's Member Engagement and Public Affairs team with key deliverables and projects throughout Summer 2019. Reporting primarily to the Manager, Strategic Communications, the Communications Summer Student will work collaboratively within the ME&PA team, as well as with other OCFP portfolio departments to support the organization's strategic initiatives.

The candidate must be currently enrolled in a post-secondary program or have recently completed studies with a placement requirement to graduate. Preference will be given to students enrolled in public relations, communications, marketing, journalism or related program.

DUTIES & RESPONSIBILITIES

- Review, create and update stakeholder and media lists for outreach/promotional purposes
- Assist with updating and implementation of new OCFP logo and branding across the organization
- Assist with website content creation and updates
- Assist with drafting of social media content
- Conduct daily media and social media monitoring using Meltwater Reporting and online search
- Support the Manager, Strategic Communications with promotion, communication, marketing and outreach initiatives, including those related to the annual conference and scheduled workshops

- Conduct monthly reporting on website, social media, newsletter metrics
- Admin duties as it relates to Member Engagement & Public Affairs
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Must be currently enrolled in a post-secondary program or have recently completed your studies with a placement requirement to graduate. Preference given to students enrolled in public relations, communications, marketing, journalism or related program.
- Knowledge of and/or interest in healthcare and healthcare communications
- Excellent written and verbal communication skills
- Advanced editing skills and excellent attention to detail
- Familiarity with and interest in creating content for a wide variety of communication methods/channels including websites, social media, promotional materials, etc.
- Strong interpersonal skills and ability to work both independently and as part of a team
- Self-starter and ability to take initiative
- Strong organization, prioritization and time management skills to effectively manage multiple priorities and competing timelines.
- Previous experience working in an office environment with standard office programs and/or equipment.
- Advanced knowledge of Microsoft Office 365, including Word, Excel, PowerPoint, Adobe Acrobat and SharePoint.

This position is an in-office, paid opportunity at our downtown Toronto offices. Must have reliable transportation to and from OCFP offices and availability for regular working hours of Monday to Friday, 8:30 a.m. to 4:30 p.m. for 35 hours a week. **The position will be filled for a minimum period of three (3) months, and up to a period of four (4) months, beginning June 2019.**

Interested applicants are requested to submit their resume and cover letter to ocfphr@ocfp.on.ca by **5:00 p.m. on Monday, May 20, 2019**. Applications received after the deadline will not be considered for the position.

The OCFP thanks all applicants for their interest in this position, however only those selected for an interview will be contacted.