

## Call for candidates

# Communications Specialist – Research professional

N° 06041

Posting period: December 15, 2022 to January 9, 2023, 4 PM

**JOB DESCRIPTION:** Professional

**LOCATION:** Main Campus

**ADMINISTRATIVE UNIT:**

Faculty of Humanities and Social Sciences

School of Social Work



### Overview

The Canadian Primary Care Research Network (CPCRN) is an interdisciplinary and intersectoral network of researchers, patients, decision-makers and health care professionals who work together to generate solution-based innovations in primary health care delivery in Canada.

Réseau-1 Québec, the Quebec chapter of the CPCRN, is a primary care knowledge network operating in Quebec. It is based on an infrastructure of member clinics attached to one of four practice-based research networks (PBRNs). The network's main goal is to embed a collaborative culture within research and integrated primary care services in Quebec so the knowledge that is produced and applied will improve health care practices and benefit patients.

### Work environment

The CPCRN/Réseau-1 Québec team is friendly, flexible and motivated, providing a positive work environment based on respect for members' values and ongoing skills development. Team members benefit from a separate budget for training and protected learning time.

The offices are located on the 12th floor of the University of Sherbrooke's Longueuil campus. The campus has many on-site services, such as a gym, restaurants and direct access to the metro and the Réseau de transport de Longueuil. The work schedule is flexible and adapted to each employee, as is the location (on site or remote). The chosen candidate will have the opportunity to interact with provincial and pan-Canadian partners in primary care research and practice.



## Duties and responsibilities

The chosen candidate will develop and implement communication strategies, resources and initiatives to promote the CPCRN's and Réseau-1 Québec's missions and achievements. The Communications Specialist is creative, versatile and self-directed and has the ability to develop strong, relevant and original texts and concepts.


- Create and implement the CPCRN's communications and knowledge transfer plan.
- Develop and coordinate the CPCRN's branding strategy.
- Coordinate the development and implementation of the CPCRN website and internal communications strategies, including an online discussion platform.
- Coordinate the CPCRN's and Réseau-1 Québec's social media campaigns.
- Prepare promotional materials and external communications for the CPCRN and Réseau-1 Québec, including annual reports, monthly newsletters, infographics and event displays.
- Coordinate the CPCRN's Communications and Knowledge Transfer Committee.
- Maintain and update the content of the PCRN and Réseau-1 Québec websites and work with IT staff and third-party suppliers on new developments.
- Help organize and run Réseau-1 Québec events, such as webinars and the Annual Day.
- Negotiate contracts with third-party suppliers for communications services, securing the best value and quality.
- Coordinate editing and translation requirements.

## Qualifications

- Bachelor's degree in communications or relevant discipline required.
- Minimum 3 years relevant experience.

## Requirements

- Strong communication, writing and project management skills.
- Strong computer and graphic design skills, including solid understanding of Microsoft Office, web content management systems such as WordPress and graphic design software such as InDesign.
- Have excellent spoken and written French and English skills.

- 
- Be creative, meticulous and organized.
  - Show strong attention to detail, initiative and responsibility, as well as an ability to build and maintain good interpersonal relationships, including with external partners.
  - Knowledge of the health and research sector an asset.

### **Work conditions**

Salary based on the collective agreement between the University of Sherbrooke and the Association du personnel administratif et professionnel de l'Université de Sherbrooke (APAPUS), Unit B: Research Staff.

Temporary part-time position, 28 hours/week.

Contract duration: twelve (12) months, renewable annually.

Expected start date: as soon as possible.

### **Equity, diversity and inclusion**

The Université de Sherbrooke (UdeS) values equity, diversity, equality and inclusion in employment within its community and invites all qualified individuals to apply, particularly women, members of visible and ethnic minorities, Aboriginal peoples and **persons with disabilities** in compliance with the Quebec Act respecting equal access to employment in public bodies. The screening and assessment tools can be adapted according to the needs of persons with disabilities who request them, and this, in complete confidentiality. The Université de Sherbrooke also encourages people of all sexual orientations and gender identities to apply. Priority will be given to Canadians and permanent residents. [Learn more about equity, diversity and inclusion at UdeS.](#)

### **Application process**

Check our website then submit your application online. For this opportunity, see offer 06041.

Please use the university's electronic system to submit your application by clicking "Postuler".

Direct link: <https://www.usherbrooke.ca/emplois/offre/no/06041>

Please email your CV, cover letter and contact information for three references to Human Resources.



The deadline to apply is **MONDAY, JANUARY 9, 2023, at 4 p.m. (EST)**.

Many thanks to all the applicants. However, please note that only short-listed candidates will be contacted.