



IUHPE – UIPES

INTERNATIONAL UNION FOR HEALTH PROMOTION AND EDUCATION
UNION INTERNATIONALE DE PROMOTION DE LA SANTÉ ET D'ÉDUCATION POUR LA SANTÉ
UNIÓN INTERNACIONAL DE PROMOCIÓN DE LA SALUD Y EDUCACIÓN PARA LA SALUD

JOB DESCRIPTION - HEAD OF COMMUNICATIONS

(Part-Time Position)

The **International Union for Health Promotion and Education (IUHPE)** is a global professional non-governmental organisation dedicated to health promotion around the world. For more than 70 years, IUHPE has operated an independent, global, professional network of people and institutions committed to improving the health and wellbeing of the people through education, community action and the development of healthy public policy. IUHPE supports actions that empower people to control their own health and that promote healthy societies.

We are offering the opportunity to join our small but dynamic team and help us support the work of the organisation, our members and partners across the world.

Role:

Plan and carry out a wide range of communication activities concerning the events, projects and publications of IUHPE (e.g. [70th Anniversary](#), [World Conference](#)).

Duties:

- Organize and coordinate implementation of IUHPE communication activities to promote visibility of the organization and current projects, internationally:
 - o Prepare and disseminate promotional material for IUHPE and its activities, and those of key partners
 - o Coordinate IUHPE's Twitter, Facebook, LinkedIn and YouTube accounts.
 - o Ensure that communications correspond to IUHPE values and standards.
- Write and disseminate IUHPE Flash-Info newsletter (up to 6 issues per year)
- Support writing and production of the IUHPE annual report.
- Develop and manage website content and ensure coordination with hosting and system maintenance company.
- Support the work of IUHPE networks and working groups according to communication needs.



Education and Experience

- Post-secondary studies in communications
- Complementary training in social sciences or health sciences is an asset
- At least 2 years of experience, preferably with an NGO
- A very high proficiency in oral and written French and English is required; other languages are an asset

Values

- Professionalism
- Integrity and transparency
- Commitment

Desired Qualities

- Ability to make decisions and initiate actions
- Planning and organizational skills
- Ability to manage multiple projects and deadlines simultaneously
- Excellent communication skills (with a variety of stakeholders/cultures)
- Attention to detail combined with good overall perspective
- Team spirit (transversal role within team)

Technical Qualifications

- Effective use of social networks to provide visibility of organization and promote various events and activities
- Experience in content management and website updates
- Good knowledge of Microsoft Office, Canva and common online tools (survey tools, bulk email, extraction of database information)

Supervision and Collaborators

The Head of Communications will report to the IUHPE Executive Director.

The selected candidate will also work with members of IUHPE's Executive Board, mainly the Vice President for Communications, the President, and others as required. He or she will work closely with all members of the IUHPE International Secretariat.

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c/° Santé Publique France – 12 rue du Val d'Osne – 94415 Saint-Maurice – France
c/° Ecole de Santé Publique – Université de Montréal – 7101 Avenue Parc – 3ème étage –
Montréal, Québec H3N 1X9, Canada
Tel : +1 514 343-7945 – www.iuhpe.org



Job Location and Conditions

Start date: As soon as possible

Salary : \$30,000 (3 days/week).

IUHPE offers flexible working hours, 12 paid vacation days in addition to paid personal and sick days, and the possibility to work from home.

The Head of Communications will work at the offices of the International Secretariat, located at the École de Santé Publique of the Université de Montréal (7101 Parc Avenue). Due to the COVID-19 pandemic, remote work is currently prevalent.

Only Canadian citizens, permanent residents and applicants who already hold a Canadian work permit are eligible.

Interested candidates are strongly encouraged apply as soon as possible – the position will remain open until it is filled. Please send your resume and cover letter to the Executive Director, Liane Comeau: lcomeau@iuhpe.org.

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