

FAMILY SERVICES of the NORTH SHORE

4-5 days per week (28-35 hours)

Position:	Health Literacy Lead – Jessie’s Legacy Eating Disorders Prevention & Awareness Program
Position #:	24-2195
Reports to:	Director of Community & Provincial Programs
Location:	North Vancouver Main Office (hybrid possible)
Closing:	April 4, 2024

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community-based agency committed to making a deep and lasting impact in our community through counselling, support, education, and volunteer programs.

We understand the competing responsibilities of modern life. In every role, we will support both your commitment to our community and the very real need to take care of your family. We also understand that to take care of others, you must take care of yourself. At Family Services of the North Shore, you can do both. We aim to provide a sustainable model of work-life balance across all our programs and services.

Jessie’s Legacy Eating Disorders Prevention & Awareness Program (Jessie’s Legacy)

Jessie’s Legacy provides education, resources, and inspiration to prevent eating disorders, address disordered eating, and promote healthy body image across BC.

We create original evidence-based content for the Jessie’s Legacy and Here to Help websites, contribute articles to Visions Journal, support individuals with lived experience to share their stories, create and deliver educational webinars and presentations, support organizations to host eating disorder awareness events, and lead the annual Provincial Eating Disorders Awareness Week Campaign.

The Job:

This position plays a key role in providing communications and project management support to the Senior Manager, Jessie’s Legacy, updating and maintaining content on various platforms, and ensuring content, events, and campaigns are evidence-based, and effective.

Specifically, you will:

- Create content and collateral such as email campaigns, e-newsletters, social media posts, event promotion, and other related internal and external communications. Ensure communications are successfully launched through relevant channels.
- Ensure program communications including graphics, images, and key messages are aligned to brand and messaging guidelines. Ensure that they are organized and readily available in all systems; and to program employees and external partners as needed.
- Maintain and update content on the Jessie’s Legacy Eating Disorders Prevention website; maintain current knowledge of SEO and google analytics; produce website performance reports.
- Coordinate Provincial Eating Disorders Awareness Week (PEDAW) activities; create campaign messaging with Program Manager and promote campaign messaging through email, website, and social media.
- Solicit and support external organizations to host mental health literacy and education events, disseminate collateral, and collect and collate evaluation surveys.
- Provide support for online and in-person mental health literacy and education events.

- Prepare and revise documents, presentations, forms, posters, surveys, and other communication materials for Program Manager.
- Coordinate external committee meetings, including scheduling, preparing supporting documents, recording actions, and following up with committee members.
- Maintain and organize effective file management systems.

This is a 4-5 day per week position (28 -35 hours per week) depending on candidate preference. This can be a hybrid role, but regular in-person work is required. Some evening and weekend work is also required to support Agency events.

The Candidate:

You have:

- Undergraduate degree in Communications, Public Health or equivalent training and experience.
- A minimum of two years' experience coordinating complex projects.
- A minimum of two years' experience with relevant digital communications platforms such as social media, email marketing, WordPress, digital analytics tools, and basic creative layout software.
- Knowledge of body image, disordered eating and/or other mental health concerns.
- Experience working in the not-for-profit sector an asset.

In addition, you have:

- Excellent verbal and written communication skills.
- Exceptional attention to detail.
- High level of competence with Microsoft 365 and related programs (Word, Excel, Power Point, OneDrive, Teams, etc.).
- Excellent understanding and functional competency across digital platforms including WordPress, social media, Eventbrite, Google analytics.
- Strong organizational skills and ability to work under pressure.
- Ability to both take direction and work independently and efficiently to meet project deadlines.
- Fluency in languages in addition to English would be a significant asset.

The Compensation:

\$57,438 - \$61,824 per year, plus four weeks of vacation time, full benefit package.

Family Services of the North Shore is committed to creating an inclusive workforce. We encourage all people to apply and to share relevant information to support our employment decision making process, ensuring we are able to reflect and meet the needs of a diverse community.

Please respond, in confidence, with resume and cover letter to:

Kathleen Whyte, Senior Manager of Human Resources
careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.