



Hôpital général juif
Jewish General Hospital
Fondation | Foundation

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MARKETING COMMUNICATIONS PROJECT MANAGER

The mission of the Jewish General Hospital Foundation is to advance health care and medical research for the people of Quebec by supporting Montreal's Jewish General Hospital, a tertiary-care, McGill University teaching hospital.

The Foundation provides essential assistance to the Hospital to enhance its extraordinary patient care, to further scientific discovery and to acquire the most recent and innovative medical equipment.

We partner with inspired members of the community to implement a wide variety of fundraising initiatives to achieve these ambitious goals. Join us - Together, we can deliver awe-inspiring medical breakthroughs and keep pushing forward, improving lives, research & patient care. Here in Québec, and around the world.

JOB DESCRIPTION

Project management matters. The value of a competent project manager is massive. We get that and we're looking for a terrific PM for our brand new marketing team. Reporting to the Director of Marketing and Communications, you'll be responsible for scheduling, monitoring and meeting deadlines for all creative involved in marketing campaigns, communication projects and fundraising initiatives. If you have a passion for marketing, a love of process, enjoy dealing with the unique challenges that come with a new and fast-growing team, are excited by change and are ready to roll up your sleeves -- then you're looking at the right job description! You'll be at the frontline for our marcomm team and be the business partner to our internal clients. You'll help us achieve the best results per timeline, scope and budget while communicating with stakeholders at all stages. If you love the idea of putting together project charters and briefs, detailing the scope of a project, producing work-back schedules and gathering assets, reach out. We'd like to learn more about you.

DUTIES AND RESPONSIBILITIES

- Serve as the day-to-day editorial/graphics/production contact for internal clients
- Project manage internal team workflow and task assignments - coordinating a range of different resources - internal and external - including designers, writers, translators, printers, web etc.
- Receive content requests and project briefs from internal teams and secure effective and on-brand production from our internal writers and external suppliers
- Manage approval process
- Establish a digital asset management process
- Create and enforce timelines and deadlines for internal teams
- Provide status updates to the broader JGH team and key stakeholders



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- Manage and update the editorial content calendar by liaising and planning with Senior Content Creator and Senior Digital Specialist
- Assist with managing digital campaigns (Facebook, Google, etc.)
- Assist with website management - uploading content
- Assist with social media management - uploading content
- Review and proofread content - written and graphic; judge the quality and suitability for given purpose
- Monitor digital content for accuracy, timeliness and relevance
- Traffic files to and from team to printer, graphic designer, mailing house or other external suppliers

QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree in marketing, commerce, management or equivalent
- 3+ years related in-house or agency experience
- Good understanding of creative processes
- Expertise in print and online media
- Impeccable written French and spoken bilingualism is essential
- Excellent organizational skills, proven interpersonal skills and team spirit
- Ability to manage many projects simultaneously
- Project management mindset with high attention to detail
- Strong interpersonal skills, with the ability to quickly forge working relationships all levels
- Graphic design experience (Photoshop, Illustrator, Premier, After Effects) and email marketing experience (Mailchimp) is an asset
- Great storytelling, copywriting, and brand development abilities are a plus

WORKING CONDITIONS

- Regular full-time position (35 hours / week).
- Competitive salary.
- Health, dental and pension plan coverage.
- Position to be filled immediately.

HOW TO APPLY:

Please send your CV to S.groom@groomassocies.com.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.

