



ASSISTANT, DIGITAL CONTENT CREATION

REPORTS TO: Senior Lead, Communications and KTE
STATUS: Part-time Contract -6 months (21 hours/week)
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Ontario HIV Treatment Network (OHTN) is looking for an Assistant, Digital Content Creation for a six-month, part-time contract. The ideal candidate will be design- and tech-savvy, recently out of school, and interested in getting experience working in nonprofit communications. The applicant should have training or professional experience in graphic design, including a basic understanding of data visualization, be confident in using Wordpress for website updates, and have some competency in HTML coding. Knowledge of and/or interest in the Public Health sector will be considered an asset.

JOB RESPONSIBILITIES

Support the Lead, Digital Content Creation by:

- Completing infographics for social media, newsletters, factsheets, and French versions of existing graphics, etc.
- Assist on more complex design projects, including reports and data blogs.
- Complete Wordpress updates on a variety of OHTN-managed websites, including putting up and designing posts and pages, locating and fixing problems as needed, etc.

Support the Communications and KTE team by:

- Participating in monthly team meetings and planning sessions.
- Compiling and completing monthly Communications reporting and quarterly board/ministry reporting.
- Providing support to Internal Communications efforts.
- Other duties as required.

ABOUT YOU

You are a tech savvy student or recent graduate of a Public Health, Graphic Design or Digital Communications program (or similar), interested in socially-conscious communications work. You are interested in the Public Health and HIV Service sectors, and are looking to build your digital communications skills while working for an organization that improves the lives of those living with and at-risk of HIV.

Job Requirements

- Post-secondary degree (or equivalent experience) in Digital Communications.
- Confident using Wordpress, HTML, and CSS.
- Confident using Adobe Suite, Canva, and/or other graphic design software.
- Demonstratable skill in graphic design and data visualization.
- Ability to write clear copy that communicates complex data or ideas.

Desired Skills and Attributes

- Friendly, open, and collaborative approach to team work.
- Excellent organizational skills, including setting realistic deadlines and managing priorities.
- An ability to focus on detail-oriented work, such as data visualization, where small design choices can have significant impact.
- Interest in the Public Health sector and HIV Service sectors is considered an asset.
- A commitment to engaging in ethical conduct and striving to understand and appreciate the diversity of our network, population, and community is important.
- Fluency in French is not required, but will be considered an asset.

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohrn.on.ca

- Please use the “**ASSISTANT, DIGITAL CONTENT CREATION**” as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: TUESDAY, JANUARY 3RD, 2023

***Applications will be reviewed as they are received.**

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN’s workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.