



## **PEDIATRIC ONCOLOGY GROUP OF ONTARIO**

### **Program Assistant – Communications and Education**

Founded in 1983, POGO works to ensure access to and availability of state-of-the-art cancer care for all Ontario's children. POGO's mission is to improve the circumstances of all children who are afflicted with cancer and those of their families and caregivers. As a collaboration of care providers and stakeholders, POGO plans for provincial needs and provincial coordination, and is the official resource to Ontario's Ministry of Health and Long-Term Care on children's cancer control and treatment.

Reports to: Communications & Knowledge Transfer Manager  
Conference and Educational Events Coordinator

Time Commitment: Full-time, with occasional evenings and weekends as required to accommodate events.

#### **Communications**

- Assist with the creation of a range of communications, promotional and marketing materials, including PowerPoint presentations, simple web/social media and print media graphics, resizing images, drafting content
- Coordinate/seek submissions from external vendors, e.g., project estimates from graphic designers and printers, proposals
- Maintain POGO's photo library, including managing photo consents
- Assist with the maintenance of POGO's online platforms, e.g., [www.pogo.ca](http://www.pogo.ca) and POGO's social media platforms, including identifying relevant stories, posting, establishing appropriate links to other internal & external sources, tracking
- Coordinate direct mail and email campaigns
- Assist with the production of e-newsletters including scheduling for dissemination
- Maintain/update information in contact management system
- Transcribe audio from interviews

#### **Education**

- Schedule and coordinate advisory committee and planning meetings including attendance at meetings, recording minutes/action items as required
- Coordinate registration for all education events
- Assist in event logistics planning, including speaker relations, creating participant badges, tracking print deadlines, supporting event app development, providing onsite support, producing post-event reports and applicable follow-through activities
- Assist with the development of promotional content for all education events, including social media content and email campaigns

- Create and maintain distribution/contact lists in accordance with Canada's Anti-Spam Legislation
- Address and/or direct queries from program partners, stakeholders, organizations, and the public
- Operating in an integrated, cross-functional environment, support other POGO program teams as required

**Qualifications:**

- Post-secondary education in related field (e.g. Communications, Public Relations, Media, etc) or equivalent experience
- 1-3 years' relevant work/volunteer experience in communications, public relations or educational event planning
- Experience in health care/ clinical education or not-for profit sector considered an asset
- Experience in the health care context and with health care professionals; experience with childhood cancer patients, survivors and their families considered an asset
- Excellent verbal and written communication, interpersonal, relationship-building and public relations skills
- Outstanding writing and editing skills for a variety of mediums
- Excellent organizational skills
- Able to work independently and as part of a collaborative team
- Demonstrated ability to quickly respond to changing priorities and to successfully meet deadlines successfully under pressure
- Proficiency in MS Office, Adobe Professional, social media; familiarity with WordPress content management system
- Strong marketing, social media and branding skills
- Excellent interpersonal skills and the ability to interact with external stakeholders, staff and leaders in the organization

**Deadline for Applications:**

April 20, 2019

**How to Apply:**

Interested candidates are invited to submit a **resume and cover letter** (as one attachment) to [hr@pogo.ca](mailto:hr@pogo.ca)