

**Job Title:** Strategic Communications Coordinator

**Location:** Remote (Must be located in Canada and legally eligible to work in Canada)

**Type:** Full time, 16 week contract with potential for extension

**Application Deadline:** April 30, 2026

**Compensation:** Paid (Experience Based Hourly Compensation)

**Job Description:**

The Canadian SADS Foundation, a national Canadian charity, is seeking a motivated and strategic thinker to join our team as a Strategic Communications Coordinator. This role supports both the creative and strategic sides of digital communication, including content creation, social media planning, basic analytics, communication strategy development, and digital outreach. The role also includes assisting with newsletters, posting podcast clips, and completing light website updates.

This is an excellent opportunity for someone who enjoys both creative work and higher-level planning, and who wants hands-on experience with strategy, performance tracking, and communications management within a nonprofit setting. The role is fully remote, and applicants must have access to a computer, reliable internet, and a quiet workspace.

**Primary Responsibilities:**

*Strategic Planning and Communications Management:*

- Support the development of communication plans for various awareness and outreach initiatives.
- Assist in setting goals and KPIs for social media, newsletters, and digital outreach.
- Monitor engagement and performance metrics and summarize findings to guide future strategies.
- Help organize and maintain an overall communications calendar that aligns with organizational goals.
- Contribute ideas to strengthen brand presence, audience engagement, and messaging effectiveness.

*Digital Content Creation and Social Media Support:*

- Create engaging social media content including graphics, short videos, clips, and captions.
- Assist in scheduling posts and managing content flow across all platforms.
- Identify content opportunities based on trends, audience needs, and organizational priorities.
- Develop reusable templates and visual assets for long term use.
- Organize digital materials into shared folders and libraries.

### *General Communications and Website Support:*

- Draft updates for monthly newsletters and design supporting visuals.
- Support the development of educational and awareness materials for public outreach.
- Maintain and refresh Canva templates and branding assets.
- Assist with light website maintenance through WordPress, such as updating program pages or adding new resources.

### *Qualifications:*

- Degree or current enrollment in Management, Communications, Marketing, Digital Media, or related fields.
- Demonstrated experience in social media content creation, digital communication, or nonprofit communication.
- Proficiency in Canva and familiarity with social media platforms such as Instagram, Facebook, TikTok, LinkedIn, and YouTube.
- Basic video editing skills using tools like CapCut, DaVinci Resolve, or Adobe.
- Strong writing and editing abilities for digital content.
- Highly organized and able to manage multiple tasks independently.
- Interest in health education, patient advocacy, or public awareness initiatives.

### **Why work at The Canadian SADS Foundation?**

Working with us, you will be helping to save lives and protect individuals who may not know they have a cardiac rhythm condition. The Canadian Sudden Arrhythmia Death Syndromes Foundation is a national charity dedicated to supporting and educating families, health professionals, and the public about inherited heart rhythm conditions. We run awareness campaigns, create educational resources, and support the patient community across Canada.

Canadian SADS is a small and collaborative team where students can grow their skills, contribute meaningful work, and gain experience in digital communication, nonprofit operations, and public health awareness.

### **How to apply:**

To apply for this position, please submit your resume and a cover letter outlining your interest and relevant experience to Guido McGuigan at [info@sads.ca](mailto:info@sads.ca). Be sure to include the job title in the subject line of your email. Applications will be reviewed on a rolling basis, and the position will remain open until filled.

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