

Bilingual Communications Coordinator

If you are a bilingual, creative, detail-oriented communicator who thrives on digital storytelling, community engagement, and supporting meaningful advocacy initiatives, we want to hear from you!

CCRAN is seeking a **Bilingual Communications Coordinator** to support the execution of our communications strategy. This role is ideal for someone who enjoys creating impactful content, managing digital platforms, and contributing to a mission-driven organization making a national impact.

Position Overview

Reporting to the President & CEO and the Communications Manager, the **Bilingual Communications Coordinator** supports the implementation of CCRAN's communications strategy. This execution-focused role encompasses content creation, digital publishing, and platform management.

Roles and Responsibilities

Support the execution of CCRAN's communications strategy across digital channels.

Key responsibilities include:

- Develop, schedule, and publish engaging content across social media platforms to drive awareness, engagement, and community growth.
- Support digital campaigns for awareness months, events, advocacy initiatives, and organizational milestones.
- Design compelling visual assets (e.g., graphics, infographics, carousels, event materials) in Canva, aligned with CCRAN's brand guidelines.
- Create and edit short-form video content for social media and digital platforms.
- Assist with drafting and building email campaigns and monthly newsletters in Constant Contact, including formatting, testing, and deployment.
- Update and maintain website content in Webflow.
- Monitor analytics across social, email, and web platforms and support performance reporting.
- Ensure brand consistency and accessibility across digital communications.

Required Skills & Knowledge

- Bilingual in English and French (oral and written) is required.
- Relevant college diploma, university degree, or equivalent.
- Minimum of 1-3 years of experience in communications and/or digital marketing.
- Strong writing and editing skills with attention to tone and audience.
- Experience managing social media platforms professionally.

- Experience in graphic design and visual content creation for social and web platforms.
- Proficiency in Canva and basic video editing tools.
- Experience with email marketing platforms (e.g., Constant Contact).
- Familiarity with website CMS platforms (Webflow is an asset).
- Experience monitoring digital performance metrics (e.g., social media, email marketing, website analytics) and translating insights into actionable improvements.
- Maturity, discretion, and sound judgment in handling confidential information.

CCRAN looks for team members who are:

- Kind and supportive.
- Diligent and hard-working.
- Comfortable taking initiative and coachable.
- Highly organized with strong time-management skills.
- Detail-oriented and able to manage multiple priorities under tight deadlines.
- Clear, consistent, and effective oral and written communicators.
- Both independent and collaborative.
- Comfortable with change, and the ability to be flexible.
- Enthusiastic about continuous learning.
- Passionate and patient-focused.

Employment Details

- Full-time, remote (within Canada).
- Exclusive position (may not be employed or engaged in any capacity in any other business activity, without having obtained CCRAN's prior written approval).

What We Offer

- The opportunity to make a difference for cancer patients across Canada.
- An opportunity to learn, grow, and advance within the organization.
- Generous time off: 10 days paid vacation, in addition to holiday closures for two weeks throughout the Christmas Holidays and on Easter Monday.
- A comprehensive health and benefits package.
- A fully remote workplace.
- A collaborative and forward-thinking team.
- A supportive, inclusive, and purpose-driven workplace culture where employees feel valued, respected, and empowered to do their best and grow personally and professionally.
- Salary: \$50,000 annually.

About Us

The Colorectal Cancer Resource & Action Network (CCRAN) is a national, patient-focused organization passionately championing the health and wellbeing of Canadians affected by colorectal cancer, and others at risk of developing the disease. We provide support, education, and advocacy to patients and their caregivers to help improve patients' quality of life and their longevity. CCRAN has expanded its patient-focused mandate to now serve a population of cancer patients outside the colorectal cancer space to ultimately reduce the burden of cancer in Canada. Helping those who have been impacted by cancer is at the heart of what we do at CCRAN.

Application Deadline: As soon as possible, with applications being reviewed as they are received.

Join us in our mission to reduce the burden of cancer in Canada!

To apply, please send your resume and cover letter to Meital at meital.i@ccran.org