



DIGNITAS

## Job Posting: Global Health Development Assistant

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**Reports to:** Director, Development and Communications

**Location:** Toronto, ON

**Type of contract:** 8-week contract funded by the Canada Summer Jobs program

**Suggested start date:** June 4, 2018

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**DIGNITAS INTERNATIONAL** is a global medical and research organization dedicated to improving health care for people facing a high burden of disease and unequal access to health services. We deliver and support frontline medical care in resource-limited settings in Malawi, and with First Nations communities in Canada. We also research ways to improve how health care is delivered, and to make it more effective and accessible. We share our findings broadly and advocate for better health care policy and practice for marginalized and underserved populations. By coupling the frontline experience of our clinicians with the expertise of our scientists, we generate, pilot and scale up sustainable models of care that address barriers and gaps in health services and policy. More information can be found at <http://dignitasinternational.org>.

### THE POSITION

This role works across the organization to drive short-term projects and support longer-term initiatives. The person in this position will support Dignitas' Indigenous Health Partners Program, and will also support communications and fundraising strategies related to Dignitas' programs and the broader organization. This role is funded by the Canada Summer Jobs program as an 8-week student placement.

### MAIN TASKS

The Global Health Development Assistant will support the Development and Communications team with the following initiatives:

- Donor database optimization
- Prospect research for individuals, corporations and foundations
- Researching sponsor and venue prospects for events
- Image bank organization and media content creation

The Global Health Development Assistant will support the Indigenous Health Program with the following initiatives:

- Logistical support in the planning of meetings and forums in Toronto and Sioux Lookout
- Support admin and research activity within the *HIV Treatment and Care Feasibility Study*
- Conduct research to support the writing of fundraising and institutional grants proposals, or program planning initiatives
- Support knowledge translation activities and initiatives

## **CANDIDATE EXPERIENCE and PERSONAL ATTRIBUTES**

- Student aged 15-30 studying in the field(s) of Global Health, Political Science, International Development, Business Administration and/or Marketing and Communications;
- Studies in the field of Indigenous Studies or Indigenous Health is an asset;
- Digital marketing and social media knowledge including Facebook, Twitter, Instagram;
- Excellent written and communication skills in English;
- Demonstrated ability to work with cross-departmental teams;
- Strong time management and organizational skills;
- Proven research skills in a variety of media;
- Resilient, collaborative and hardworking;
- Energetic, motivated with a 'can-do' attitude;
- Experience working in an NGO/non-profit environment is an asset.

\*Note: The candidate must have been registered as a full-time student in the previous academic year (2017/18) and intend to return to school on a full-time basis the next academic year (2018/19).

## **HOW TO APPLY**

Please forward full resume and cover letter to [jobs@dignitasinternational.org](mailto:jobs@dignitasinternational.org) with 'Global Health Development Assistant' in the subject line.

**Closing date is May 31, 2018 at 12pm EST.**

*We sincerely thank all those who apply, however only those considered for an interview will be contacted. Applications will be short-listed on a regular basis and the position may be filled prior to the closing date.*