



RESEARCH & COMMUNICATIONS COORDINATOR VOLUNTEER POSITION

The ROSE (reusable open source equipment) project team is seeking a Research and Communications Coordinator to join our team on a volunteer, part-time basis. [The ROSE project](#) is developing a reusable face mask that meets medical standards for safety and can be used up to 60 times. The selected candidate will work within a dynamic team environment to support research and communications activities in the area of personal protective equipment (PPE). Due to COVID-19, the position will work with the [ROSE project team](#) remotely, at least to start.

GENERAL DESCRIPTION

We are seeking a Research and Communications Coordinator who is passionate about developing and sharing compelling and high-quality content to support our team's digital media and research activities. The selected candidate will be responsible for managing social media and other digital communication activities of the ROSE project as well as contributing to research.

RESPONSIBILITIES

The Research and Communications Coordinator will be responsible for the following duties:

- Providing publication support by writing, editing and citing academic papers
- Sourcing research articles to support academic writing and grant applications
- Maintaining a database of research citations using Zotero software
- Writing and editing blog posts for the ROSE project website
- Planning and organizing a social media plan and calendar
- Managing the Twitter account of the ROSE project and determining the need for additional platforms (e.g. Facebook, LinkedIn)
- Preparing content and layout for regular posts – at minimum 3 per week
- Maintaining and updating the web presence through all channels (e.g. website, Twitter)
- Monitoring partner activities and sharing relevant content on social media
- Maintaining a digital image bank to support blogs, posts and info sheets
- Other duties, as assigned.

QUALIFICATIONS

Interested volunteers should demonstrate the following qualifications:

1. Prior experience as a research coordinator, social media coordinator, media coordinator, and/or communications coordinator;
2. Proficiency in using Twitter, Facebook, LinkedIn, and Hootsuite;
3. Proficiency in using Canva and Wix will be considered a strong asset;
4. Proficiency in MS Office (Word, Excel and Powerpoint in particular);
5. Experience using Google Docs and Basecamp tools;
6. Good judgment and editorial sensibility;
7. Excellent time management skills and ability to prioritize;
8. Reliable, independent and able to work flexible hours;
9. Experience in health communications is an asset;
10. Attention to detail and strong organizational skills;
11. Excellent written and verbal communication skills in English; and
12. Bilingualism (English/French) will be considered a strong asset.

If you are interested in the position, please send your resume and a brief description of why you are would like to join the ROSE project team to info@roseproject.ca