



UNIVERSITY OF  
TORONTO



COLLABORATIVE CENTRE FOR  
Climate, Health +  
Sustainable Care

## **JOB TITLE: Communications & Events Coordinator**

**Date posted:** October 15, 2026

**Closing date:** Applications will be reviewed on a rolling basis until the position is filled

**Number of vacancies:** 1

**Location:** Collaborative Centre for Climate, Health and Sustainable Care, University of Toronto

**Position type:** Full-time, six-month contract; in-person

**Start date:** As soon as possible

**Hourly wage:** Salary will be commensurate with experience and consistent with the university compensation policy

**Degree/credential level:** Undergraduate degree in a relevant field or acceptable combination of education and relevant work experience. Familiarity and interest in climate change, environmental sustainability, planetary health and/or healthcare is an asset.

### **About us:**

The Collaborative Centre for Climate, Health & Sustainable Care is a multi-faculty academic unit that catalyzes research, education, and practice change in clinical care, health system management, health policy, and public health to meet the transformative challenges posed by climate change and the demands of sustainability. The Collaborative Centre is a partnership of four faculties: the Dalla Lana School of Public Health, the Temerty Faculty of Medicine, the Lawrence Bloomberg Faculty of Nursing, and the Leslie Dan Faculty of Pharmacy.

The **Communications & Events Coordinator** plays a key role in advancing the Collaborative Centre's mission by supporting communication, knowledge mobilization and events.

You will support the development and management of web content and other communication assets (newsletters, social media presence, etc.), as well as event planning and execution (booking space, food, coordinating speakers, etc.). Your strengths in writing and visual design will be essential to ensure clear, consistent, and engaging messaging. Your organizational skills and attention to detail will be essential to ensure effective delivery of knowledge mobilization activities and other events.



@climate-health



climate.health@utoronto.ca

This role is ideal for someone who can lead a communications and events portfolio, is passionate about planetary health and health systems, and thrives in a dynamic, collaborative environment.

**Your responsibilities will include:**

- Lead the development and writing of clear, engaging, and accessible content for the Centre's websites, newsletters, social media channels, and other publications as needed.
- Support management of web content using WordPress and ensure design and navigation are user-friendly and accessible.
- Design graphics and layouts for social media and other digital and print materials using Canva.
- Ensure the accuracy, relevance, and quality of all information shared across all platforms.
- Provide support for the planning and execution of Centre events (annual conference, seminars, webinars, workshops, courses, student or member meetings, etc.) including communications and promotion strategy for the event, as well as administrative management (room booking, food ordering, platform setup, speaker preparations and communications, registration, and technical troubleshooting, etc.)
- Oversee and grow the Centre's presence on social media platforms, ensuring content is timely, strategic, and aligned with organizational goals.
- Liaise with internal and external stakeholders to coordinate communication activities and identify outreach and event opportunities.
- Monitor communications and event performance metrics and make recommendations for improvements based on analytics and user feedback.

**Qualifications:**

**Essential Qualifications:**

- Undergraduate degree or acceptable combination of education and experience.
- Minimum of two (2) years of relevant communications experience, ideally in an academic, healthcare, or nonprofit setting.
- Experience in writing, editing, and copywriting for websites, newsletters, reports, and social media.
- Familiarity with web content management systems.
- Experience with graphic design.

- Experience and proficiency in planning meetings and events, including drafting agendas and event program materials, coordinating event logistics and technology (in-person, online, and hybrid), and conducting post-event evaluation.
- Experience with social media strategy, content creation, and performance tracking.
- Strong interpersonal and communication skills, both verbal and written.
- Proven ability to manage multiple priorities, meet deadlines, and work independently and collaboratively.
- Ability to problem solve and deal effectively with multiple priorities while maintaining a high degree of quality and accuracy.
- Strong technical aptitude, including proficiency using Microsoft Office applications (Word, PowerPoint, Outlook, Excel) and communications software (MailChimp/Envoke, Canva).
- Knowledge of emerging technologies and communication tools (e.g., digital storytelling, video content).
- Flexibility, sound judgment, and ability to adapt in a fast-paced environment.

#### **Assets (Non-Essential)**

- Demonstrated experience managing content using WordPress
- Experience drafting, editing and preparing reports and briefs.
- Knowledge or experience in environmental sustainability, planetary health or healthcare is preferred.

#### **You will be successful in this role if you are:**

- A strong communicator – with excellent writing and editing skills tailored to diverse audiences.
- Adaptable – able to respond effectively to evolving communications needs.
- A confident multi-tasker – able to manage multiple projects simultaneously.
- Highly organized – with an eye for detail and commitment to quality.
- A proactive problem solver – who can troubleshoot and optimize digital tools and strategies.
- A collaborative team player – who values inclusivity and partnership.

#### **How to Apply**

Please submit your resume and a cover letter outlining your qualifications and interest in the role to: [climate.health@utoronto.ca](mailto:climate.health@utoronto.ca).