



Employment Opportunity

POSITION:	Digital Communications Coordinator
REPORTS TO:	Manager, Knowledge Translation
SALARY RANGE:	\$43,200 to \$54,000 annually, plus benefits (see below)
TO APPLY:	Send CV and cover letter to HR@cps.ca by Friday, August 28, 2026

The Digital Communications Coordinator helps make Canadian Paediatric Society (CPS) information accessible, engaging, accurate, and useful to the organization's many audiences. The position is responsible for managing and coordinating a range of online and digital content across multiple CPS websites and communication channels.

This role is well suited to someone who can apply communications principles to how information is written, organized, presented, and delivered digitally. The successful candidate will be comfortable working with content management systems and a range of digital tools to transform information into accessible, audience-centred digital products.

Responsibilities

Online Content Management

The Digital Communications Coordinator manages content across multiple bilingual CPS websites, including cps.ca, kidsnewtocanada.ca, diabetesatschool.ca, and caringforkids.cps.ca, ensuring that content is current, accurate, responsive, and audience-centred.

Working within the CPS content management system, the Coordinator will:

- Post new CPS policy documents (statements and practice points) monthly:
 - Apply consistent, established styling to headings and other page elements.
 - Work with the Senior Editor and translator to ensure online documents are proofread, accurate, and error-free.
 - Work with the Web Developer to troubleshoot formatting and other technical issues.
 - Select appropriate images in accordance with CPS protocols for image use and SEO.
 - Create concise, descriptive URLs for new documents.
- Make monthly updates to website homepages to showcase new, relevant, and timely content, including developing hero images using photo-editing software such as Canva.
- Post updates to existing policy documents as directed by the Senior Editor.
- Remove obsolete or retired statements and resources as required.
- Alert colleagues to new website content so that it can be promoted through other communication channels, such as electronic newsletters and social media.
- Review assigned website pages according to an established schedule, including checking and updating links and ensuring concordance between English and French content.
- Produce website usage metrics at least annually and/or as requested.

Content Review and Coordination

The CPS relies on volunteer physicians and other subject-matter experts (SMEs) to ensure that health-related content reflects the most current available information. The communications team works closely with these

experts to develop and maintain website content. The Digital Communications Coordinator will support this process by:

- Working with SMEs to review and update content by circulating material for review, collecting and collating responses, resolving basic comments and updates (eg., broken links or outdated content), and working with colleagues to produce final copy.
- Coordinating the translation and medical review of CPS policy documents, including position statements and practice points, to meet publication timelines established by the communications team.
- Following up with translators as required to keep projects on schedule.
- Coordinating honoraria payment schedules as needed.
- Maintaining a system and schedule of website pages requiring review and updating, and prompting communications colleagues when reviews are due.
- Coordinating virtual meetings of volunteer SME groups using scheduling software, Outlook, and Zoom/Teams. Take clear and action-oriented meeting notes.

Education & Experience

- Relevant post-secondary education, training, and/or equivalent experience in digital content, communications, web publishing, writing/editing, or a related field.
- At least 2 years of related experience, preferably in a voluntary-sector, not-for-profit, health, or other mission-driven organization.
- Experience managing and producing digital content for websites and other online channels.
- Experience with writing, editing, and proofreading.
- Experience coordinating content reviews involving multiple contributors and deadlines.
- Experience using content management systems.
- Experience with project/scheduling tools such as Airtable.

Skills & Competencies

- Excellent written English and strong proofreading and editing skills.
- Exceptional attention to detail and commitment to accuracy.
- Ability to apply plain-language and audience-centred communication principles.
- Strong organizational and project coordination skills, with the ability to manage multiple priorities and deadlines.
- Strong interpersonal skills and ability to work effectively with subject-matter experts, volunteers, colleagues, translators, and technical staff.
- Ability to work independently and exercise sound judgment within established processes.
- Knowledge of web accessibility principles and WCAG is an asset.
- Basic understanding of SEO and web analytics is an asset.
- Experience with graphic design/photo-editing software.
- Basic experience with video and audio editing.
- Proficiency with Microsoft Office.
- Basic knowledge of written French is an asset.

Compensation

- 3 weeks' vacation
- Sick leave and personal leave
- Paid time off during December holiday office closure
- Defined benefit pension plan
- Comprehensive health benefits
- 37.5-hour work week; option for hybrid (max 2 days/week remote) after probation