DALHOUSIE UNIVERSITY

FACULTY OF MEDICINE
Office of Community Engagement

Job Posting
Outreach Assistant
Office of Community Engagement

The Office of Community Engagement supports faculty, staff, and students through educational activities and resources targeting Social Accountability and Global Health issues.

We are a team of health care professionals, educators and managers who work with a network of people and community organizations committed to promoting better and more equitable health worldwide through the production and use of relevant knowledge.

We have an opportunity for a student currently registered at Dalhousie University.

Major Responsibilities

- Assist with the creation and coordination of social media content and our monthly e-bulletin
- Assist with the coordination and execution of office programs and events
- Prepare materials for the website and social media channels (Blog, Facebook, Twitter and Instagram) based on activities as well as those of our local and global network
- Assist in document preparation, background research and editing of materials with a focus on social accountability and global health

Essential Skills

- Good research and writing skills (spelling, grammar and punctuation)
- Experience with social media and creative design
- Cross-cultural awareness
- Self-motivated and ability to take initiative
- Ability to work independently and part of a team
- Background in health, health policy and/or global development
- Must be a Dalhousie student

Dates: September 2026 to May 2027 (extension may be possible)
Hours: 10 hours per week
Salary: $19 per hour (dependent upon education and experience)
Location: Halifax, NS
Please send your CV and covering letter to: oce@dal.ca
Application Deadline: TBD