

Job Description

Administrative, Program and Communications Officer

Join us! We are currently looking for a talented and dedicated individual to help build our team in the position of Administrative, Program and Communications Officer. This job position presents an exciting opportunity to work with a multi-faceted and dynamic team committed to peace, global health, environmental sustainability, gender equity and social justice across various contexts.

Organization: [PEGASUS Institute](#)

Job Title: Administrative, Program and Communications Officer

Reports to: Melissa Whaling, Executive Director, PEGASUS Institute and Dr. Neil Arya, Board President, PEGASUS Institute

Location of Work: Virtual

Term: 6 month contract with the potential option for renewal

Purpose: To assist with various administrative, program and communications operations, tasks and activities for PEGASUS Institute

Working Hours/ Schedule: average 15 hours per week, flexible hours, mostly Monday to Friday with the odd weekend or evening event or meeting, up to 25 hours per week.

Remuneration: \$25/h with the option for wage increase depending on performance and experience.

SUMMARY OF PEGASUS Institute

PEGASUS Institute is a Registered Canadian Charity that aims to build an effective collaborative network that promotes the interconnection of peace, environmental sustainability, and health for all. We do this by engaging in collaborative knowledge exchange, network formation, and research activities that address the interconnections between peace, environmental sustainability, and health for all.

Core activities of PEGASUS Institute include Interactive Events, Educational Activities, Publication of Information, Research, Policy and promoting and sharing ways forward.

PEGASUS Institute

pegasusinstitute2020@gmail.com info@pegasusinstitute.ca

<https://pegasusinstitute.ca/>

Charitable Registration Number: 79634 0743 RR0001

ADMINISTRATIVE, PROGRAM, AND COMMUNICATIONS OFFICER ROLES AND RESPONSIBILITIES

Job Summary

The Administrative, Project and Communications Officer will work in collaboration with PEGASUS Staff, contractors, and volunteers.

[PEGASUS Institute](#) seeks an Administrative, Project and Communications Officer to fill a six month contract (extension may be possible). The Administrative, Project and Communications Officer will work alongside the Executive Director, Board President and Admin Team and will also work with local and national partners and networks. The position will commence as early as the beginning of October, 2026 or as soon as the position is filled.

Reporting to the Executive Director and working closely with the Board President, responsibilities of the Administrative, Project and Communications Officer include (but are not limited to):

Administrative Support/ Fundraising

- Manage calendars, schedule meetings, and coordinate appointments for staff and executives.
- Handle phone calls, text messages, emails, and correspondence, ensuring timely responses.
- Maintain organized files, both electronic and paper, including donor records, grant applications, and program documents.
- Prepare and distribute meeting minutes and reports.
- Help prepare project and financial reports and grant proposals.
- Conduct research on funding opportunities, community needs, and best practices in the non-profit sector.
- Maintain databases related to donors, volunteers, and program participants.
- Assist in recruiting, training, and managing volunteers.
- Schedule and communicate with volunteers regarding assignments and events.

Programming Support/ Event Management

Assist the Executive Director with the planning, organization and operation of PEGASUS Institute's existing courses, programs, program partners, networks and commitments

- Assist with the planning, coordination and realization of all PEGASUS Institute projects and programs (Stronger Together, IEHPs-CAN, Play, Learn, Thrive, Course Development, Research projects, etc.)

- Assist in planning and organizing fundraising events, community outreach activities, and volunteer programs.
- Coordinate any event logistics such as venue selection, catering, and attendee registration (e.g. Francophone Event Montreal).
- Assist with the development, monitoring, and reporting on PEGASUS Institute programming, program plan and schedule
- Assist in Leading and Coordinating the Emerging Leaders Network
- Provide administrative, technical and marketing support to PEGASUS Institute Networks (Francophone, Latin American Network, East African, Middle East and North African and Emerging Leaders Network) as needed.
- Document and track Network membership and keep up to date with network happenings, activities and developments
- Assist program staff with project planning and implementation.
- Help collect and analyze data related to program outcomes and impact.

Meetings and Engagement

- Contribute to monthly reports
- Develop project, program and Board of Directors meeting minutes from recordings and AI generated transcripts.
- Attend Network meetings as needed and ensure technical aspects are set up appropriately. This includes leading and coordinating Emerging Leaders Networks
- Plan, organize and attend activity/ program planning meetings with internal and external partners

Communications and Operational Responsibilities

- Manage and respond to incoming and necessary outgoing communications in a timely manner.
- Scheduling and organization of organizational meetings (internal and external)
- Documentation of meetings via production of meeting minutes and notes
- Maintain saving, storing, organizing and maintaining organizational files and documents on an online drive.
- Develop databases, organize and construct documents
- Develop, organize and edit presentations and slideshows
- Develop content to increase community engagement online (social media, web, email communications) (X, Facebook, Instagram, LinkedIn, Substack, YouTube etc.)
- Participate in the creation of digital posters, flyers, materials and graphics with the help of other staff (Canva etc.)
- Respond to queries through social networks
- Publish a variety of digital content with a focus on producing engaging social media campaigns and web content that is visually appealing and provide an

overall rich experience for donors and visitors.

- Manage all social media posting to ensure content is on-brand and search- and social-optimized.
- Produce email campaigns, reaching internal and external audiences that share knowledge, information, events and information about donating to PEGASUS Institute
- Assist our IT Specialist with developing Google Ads campaigns.
- Assist in managing and responding to the PEGASUS general email account, in addition to your personal PEGASUS Account.
- Lead digital execution- across email, website, and social media- of fundraising and engagement campaigns throughout the year.
- Develop and execute social media strategies across channels and critical platforms for building brand and issue awareness (X, Facebook, Instagram, LinkedIn, Substack, YouTube etc.)
- Develop and execute social media campaigns for key days (UN Days of Recognition specified in PEGASUS Institute's plans), themes, and priority upcoming content on relevant channels (X, Facebook, Instagram, LinkedIn, Substack, YouTube etc.).
- Create content for social media accounts and post regularly on each account (X, Facebook, Instagram, LinkedIn, Substack, YouTube etc.).
- Manage social ad campaigns and other promotions; track and share results for continuous improvement to targeting and segments (when needed).
- Contribute to the overall digital content strategy and develop a calendar of upcoming topics, news and milestones, and external opportunities to guide content planning.
- Coordinate and support communications projects, outreach, and products as needed
- Manage PEGASUS Institute Zoom account and related technical processes. This includes ensuring meeting recordings, summaries and documentation is functioning, managed and stored. The Zoom account requires regular maintenance.
- Managing PEGASUS Institute's YouTube channel. This includes saving, documenting, editing, posting and sharing video materials, organizing channel playlists and sharing all content with the website developer.
- Manage, respond to and engage individuals and partners on LinkedIn.
- Provide necessary content for the IT Specialist to post on the PEGASUS Institute website

Our successful candidate will be a go-getter, an individual excited by the opportunity to execute PEGASUS Institute's core and project -based programs, and to be a part of its growth and evolution as a valued contributor to global health, peace and environmental sustainability. This individual will be prepared and willing to take an active role in all aspects of the business as needed to ensure success.

The successful candidate will have:

- A minimum undergraduate degree in Administration, Digital Media, Communications, Public Health, Global Health, Social Sciences, Peace Studies, Global Affairs, Environmental Sciences or a related field
- Capacity to continue the innovative and entrepreneurial approaches to organizational development
- Experience managing, developing, organizing, and maintaining digital platforms, including creating, scheduling, and managing engaging social media content, with the ability to communicate complex ideas clearly to diverse audiences.
- Experience in Administration and completing administrative processes.
- Experience working with non-profit, academic and/or community programs.
- Experience working with diverse communities, including Indigenous communities, immigrants and refugees as well as other equity deserving communities and or with international organization and capacity in different languages and cultures.
- A demonstrated commitment to improving the health and wellbeing of all, especially for culturally diverse, underserved and equity deserving individuals and communities through education, advocacy and an active social movement for change.
- Proficiency in French and/or Spanish is considered an asset; additional languages are welcome.
- Strong organizational, time-management, and administrative skills, with the ability to manage multiple priorities, deadlines, and projects effectively.

Academic partnerships:

- Experience working with universities, colleges, researchers, faculty, students, or other academic institutions is an asset.
- Demonstrated ability to build and maintain collaborative relationships with academic, community, nonprofit, and professional partners.
- Adaptable and comfortable working in a dynamic, collaborative environment, with the ability to respond to evolving priorities and opportunities.
- Demonstrated commitment to human rights, equity, social justice, inclusion, peacebuilding, and community wellbeing.
- Understanding of and commitment to equity, diversity, inclusion, accessibility, and culturally responsive approaches.
- Interest or experience in human resources, people management, workplace wellbeing, volunteer coordination, or organizational development is an asset.
- Interest in global health, peace, sustainability, migration, social justice, or related interdisciplinary issues is an asset.
- Ability to work both independently and as part of a diverse, geographically distributed team.
- A demonstrated ability to be compassionate and empathetic
- Experience in developing and initiating new programming ideas and service

delivery models in partnership with key stakeholders such as the public sector, academic institutions, non-profit, health system partners, and private industry.

- Experienced with building, supporting, and managing collaborative partnerships, relationships, and collaborations; and developing, facilitating, executing, and evaluating events, workshops, collaborative meetings, discussions, presentations, and programs of various sizes with socially, economically, linguistically, and culturally diverse clientele.
- Sound understanding of the multidimensionality, complexity and intersectionality of health and its interlinkages with peace, environmental sustainability and other social determinants of health
- Skilled at leading and working collaboratively with teams in a fast paced environment that requires the ability to adapt quickly to change
- Strong interpersonal, written communication and presentation skills, and able to develop strong professional rapport quickly in a variety of social and cultural contexts.
- Dynamic, innovative, creative, excellent critical analysis, appraisal, and decision making skills.
- Professional, organized, action oriented, ambitious, flexible, and motivated in work activities.

How to Apply

PEGASUS Institute is an organization that is working to embed the values of individual and group differences within its working environment. We value diversity of backgrounds and perspectives of our staff, members, networks and partners. Indigenous peoples, people of colour, those from equity deserving communities and people across the spectrums of gender, sexuality, age, and abilities are encouraged to apply.

If you have questions or concerns about accessibility throughout the hiring process, please email: mwhaling@pegasusinstitute.ca

Please email your resume with a one to two page cover letter outlining why you are the person for this position and address it to Melissa Whaling and the PEGASUS Institute Board of Directors, mwhaling@pegasusinstitute.ca . No phone calls please.

This is a contract position.

Application Deadline: October 15, 2026 or until the right candidate is found.