

**Job Title—Bilingual (EN/FR) Content Coordinator (12-month maternity leave replacement contract)****Opportunity Summary**

To help us continue our success, we are looking to expand our team with a full time Bilingual (English and French) Content Coordinator (12-month maternity leave replacement contract) who will, as part of the content team, coordinate and collaborate on the creation of our content.

Repeatedly recognized as one of Canada's Best Workplaces by Great Place to Work, LifeSpeak is a fast-growing, SaaS provider of mental health and wellbeing education with a rapidly expanding global presence. We provide organizations with mental health and wellbeing resources to support their employees, their customers, and their families, so they can stay healthy and present and live their best lives. Our educational on-demand platform features over 2,300 micro-learning videos, blogs, podcasts, and tip sheets from more than 300 world class experts. We support a diverse array of clients around the globe, including Fortune 500 companies, government agencies, insurance providers, and other health technology firms.

**Location:** You will work remotely from Toronto, Montreal, or Ottawa (or surrounding areas)

**Reporting to:** Director of Content

**Responsibilities:** In your role as Bilingual Content Coordinator, you will focus on:

Assisting Content Managers and Director of Content in organizing content for LifeSpeak's various content channels:

**Blog**

- Uploading blog content to CMS (text and images)
- QA (Quality Assurance) formatting
- Coordinating and scheduling translations
- Communicating with experts about deadlines, obtaining/filing signed contracts
- Updating Trello, Google Spreadsheets as needed

**Video**

- Scheduling shoots, post-production workflow
- Acting as an assistant on video shoots welcoming experts, ordering lunch
- Communicating with experts about shoot dates, obtaining/filing signed contracts
- QA (Quality Assurance) of video content
- Coordinating the subtitling of our EN/FR videos
- Sourcing images for videos

**Podcast**

- Uploading podcast episodes and show notes to CMS and website

Coordinating and helping to run monthly live web chats with our experts.

Providing day to day support to the content team in addition to participating in special events.

Maintaining our CMS and content database to ensure that guidelines for content standards are adhered to.

**Qualifications:**

- Degree or Diploma in communications, journalism, content marketing, or another relevant post-secondary program.
- Required: Fluently Bilingual English and French (written and spoken).
- Marketing, communications and operations support for events (e.g., live online chats, live events, etc.)
- Editing/Proofreading French and English language content.
- A strong eye for detail to help review blog and video content to provide feedback.
- Excellent organizational and time management skills.
- Excellent knowledge of MS Office (including Word and Outlook). Experience working with content management systems is a plus.
- Copywriting/editing experience and newsletter management would be valued.
- Project coordination experience
- Familiarity with Google Drive, Google Sheets, Trello, One Drive an asset.
- Some familiarity with video production an asset.

**About LifeSpeak, Inc.**

LifeSpeak is a leading software-as-a-service provider of a platform for mental health and total wellbeing education for organizations committed to taking care of their employees and customers. With 18+ years of experience creating and curating thousands of expert-led micro-learning videos and other digital content, LifeSpeak's proprietary library's depth and breadth of easily consumable content helps companies around the world support their people anytime and anywhere. LifeSpeak serves a diverse global client base across many industries and sectors, including Fortune 500 companies, government agencies, insurance providers, and other health technology firms. LifeSpeak is the parent company of Lift Digital Inc. ("LIFT" or "LIFT session"), ALAViDA Health Ltd. ("ALAViDA"), and EnCompass Education Solutions ("Torchlight"). To learn more, follow LifeSpeak on LinkedIn (<http://www.linkedin.com/company/lifespeak-inc>), or visit [www.LifeSpeak.com](http://www.LifeSpeak.com).

To apply for this position, please email your resume to: [careers@lifespeak.com](mailto:careers@lifespeak.com)