



Last updated: February 2026

French Editorial Coordinator

Impact Statement

MSF Canada's Communications Department is responsible for achieving brand visibility by disseminating information about MSF across mass media, including press, web, and social media platforms. Increasingly, the Communications Department seeks to not only broadcast information, but to engage audiences in ongoing narratives related to humanitarian issues, current events, operational transparency, and organizational accountability. The Communications Department disseminates stories about workers returning from international assignments, as well as news stories, photos, and videos from the more than 70 countries where MSF works.

The French Editorial Coordinator reports to the Editorial Manager and works closely with the French Editor and the communications, digital, and fundraising teams – and other departments as needed – to help raise awareness across Canada of MSF's medical humanitarian work. In collaboration with the French Editor, they **must ensure** adherence to MSF style guidelines and voice in all written French content assigned to their review. The French Editorial Coordinator may write, translate, edit, or review written and digital content in French, and support the French Editor in the editorial process for all MSF Canada print and digital content. Additionally, the French Editorial Coordinator will contribute marketing-specific expertise to advise and support the creation of marketing copy (e.g., taglines, headlines, calls to action, short-form campaign text, etc.) that ensure clarity, emotional resonance, and alignment with MSF Canada's voice.

Key Responsibilities

- As assigned by the French Editor, review French-language materials produced by MSF Canada and other MSF offices (web content, email, letters, social media posts, etc.) to ensure accuracy, quality of language, adherence to MSF Canada's brand guidelines and Equity, Diversity, and Inclusion (EDI) recommendations, and web and SEO best practices. While most content is translated through DeepL or in some cases by external translators, the French Editorial Coordinator may also support some ad hoc translation requests (e.g., live-tweeting in French during virtual events, quick-turnaround French translation of tweets) as assigned
- Propose and create French marketing copy for MSF Canada campaigns and products (e.g., taglines, headlines, calls to action, short-form campaign text, etc.) to help meet communications, fundraising and advocacy goals across the organization
- Stay informed of MSF's international projects, operational updates, and public communication guidance to ensure French language communication tools produced by MSF Canada contain the most up-to-date and accurate information

Job-specific responsibilities

Specific breakdown of task and responsibilities to be decided by managers based on team makeup and department needs.

Editing, writing and quality control (75%)

- Supports the French Editor to deliver French copy editing for various departments, following the tasks in Asana, Teams or email and according to the French Protocol, the MSF Brand Guidelines, EDI and other French reference documents.
- Support the Fundraising Department as assigned with the editorial process for French content for donor audiences (e.g., email and print)
- Work closely with the Digital Creative Officer and Digital Communications Officer to ensure that digital production content (e.g., infographics, quote graphics, and other digital production products) are available in French
- As requested, provide translation support, including translations for fast-turnaround social media content and production materials
- As needed, support the French Editor with French editing for *Dispatches*, MSF's biannual flagship magazine (print & digital editions), including by reviewing and producing French language content, as well as the editorial process for MSF Canada's annual Impact report as needed. Reporting to the Editorial manager, ensure all materials produced and translated by MSF Canada in French assigned to the French Editorial Coordinator are consistent with MSF branding guidelines, voice and values, including press releases, web statements, social media content, videos, reports, and other materials
- Review translated press releases with a particular eye to social and linguistic nuances that are particular to French Canadian audiences and follows what is published in French in the MSF movement.
- Provide in-house French copy-editing support to other departments as requested
- In absence of the French Editor, works closely with the editing vendor to ensure accurate, high-quality print and digital communications in French

French marketing content support (25%)

- Actively participate and contribute in editorial brainstorming to determine French language marketing copy for campaigns (including taglines, headlines, calls to actions, etc.) that meet specified communications, fundraising and advocacy objectives, often simultaneously with English marketing copy development processes
- Monitor French Canadian marketing and language trends to help advise how MSF Canada's marketing copy can most successfully resonate with target audiences
- Support the development of French taglines, headlines, and short persuasive text that help strengthen campaign performance and French audience engagement
- Collaborate with teams to tailor French copy to specific audiences (e.g., donors, supporters, general public) in the most compelling ways
Apply marketing best practices and audience insights to refine French-language marketing copy, advising on tone, structure, and clarity to improve engagement while maintaining MSF's ethical storytelling standards

MSF Transversal Core Competencies

- **Commitment to MSF Principles;** Proficiency level 1: Demonstrates knowledge of and accepts MSF's principles - *Respects the choices made by the organization, demonstrates basic knowledge of MSF's mission and main activities, and is committed to the values of MSF and MSF Canada (Humanity, Integrity, Results).*
- **Planning and Organizing;** Proficiency Level 3: Tracks, plans, and prioritizes activities - *Plans actions to be carried out in the medium term, taking into account other team members; taking care to define deadlines and tasks within a team; Organizes own work within the constraints of the team*
- **Service Orientation;** Proficiency Level 3: Anticipates customer needs - *Anticipates the need to provide information about the services provided and that add value to clients; Is aware of the effect of their actions on others; Is proactive in identifying clients' future needs and understanding their underlying needs, even when requests are not explicit*

- **Results and Quality Orientation;** Proficiency Level 3: Improves performance and sets challenging and realistic goals - *Demonstrates perseverance in achieving job and team goals, following MSF procedures and processes; Adapts work to meet specified objectives while working independently*
- **Behavioral Flexibility;** Proficiency Level 2: Adapts behaviours to the needs of the situation - *Accepts decisions not always consistent with personal views, and is flexible in the application and adaptation of procedures; Adapts behaviour to the characteristics of the person or situation, and learns from problems and difficulties; refines skills to solve similar situations*
- **Cross-cultural Awareness;** Proficiency level 3: Demonstrates an attitude that promotes integration - *Incorporates patterns and adjusts behaviour (i.e., habits and customs) to the environment (location and context) and culture of those with whom they work; Incorporates and refers to different experiences and opinions and interacts in an effective, positive, and inclusive manner; Takes advantage of the strength of a diverse team*

Knowledge and Experience

- Experience in French copy-editing and translation
- Experience working in French-language communications or marketing environments (e.g., a marketing agency, etc.)
- Experience writing or adapting **French marketing or fundraising copy**, including headlines, taglines, and calls to action
- Ability to apply **marketing and audience engagement principles** to written content
- Demonstrated experience in print production, web publishing, and writing/editing content for social media
- High level of attention to detail, thoroughness and consistency in content and proofreading
- Experience with the use of inclusive language

Education, Certifications and Languages

- French fluency (spoken and written)
- English working knowledge (spoken and written)

Working Conditions

- Work is generally carried out during the day, Monday to Friday, 9:00 am to 5:00 pm, some evenings and weekends may be required
- Flexible work hours available and hybrid work model (40% in office per week)
- The office environment is open concept and workspace is shared
- Workstations consist of sit/stand desks, swivel chair, laptop with dock and double monitor
- Work requires long hours in front of a computer/laptop screen

Job Information

Position Level: Individual Contributor

Department: Communications / Editorial

Position Status: Permanent

Activity Rate: 80 % (30 hours per week)

Location: Toronto or Montreal

Salary Grade: Level 13, Step 1, on the MSF Canada Salary Grid: \$64,251 in first year (non-negotiable)

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), and a positive and innovative office culture grounded in our core values of humanity, integrity and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any equity-deserving individual to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.