



Job Posting: Lead, Programs & Resources

GENERAL ACCOUNTABILITY

The Lead, Programs & Resources is a full time position designed to assist with the development and implementation of PHE Canada's national programs and resources.

EDUCATION, TRAINING, AND EXPERIENCE

- Diploma or degree in project management, education, kinesiology, health promotion/education, recreation or a related discipline and a minimum of three years' experience implementing projects or an equivalent combination of education, training, and experience.

ROLE & RESPONSIBILITIES

- Support the implementation of PHE Canada signature programs, such as: Always Changing, QDPE, Passport for Life, At My Best, and Move Think Learn.
- Support the development of classroom and professional development resources, national curriculum standards and accreditation program.
- Provide excellent customer service to various external audiences using, or interested in using, PHE Canada programs, resources and campaigns.
- Craft and post compelling content and collateral tailored for various audiences and purposes, including: web pages, e-newsletters, program announcements, classroom resources, reports, blogs, and social media posts.
- Lead the implementation of the organization's honours and awards.
- Support measurement and evaluation activities for program development and funder reporting (piloting, final reports).

MUST-HAVE REQUIREMENTS

- Good knowledge and/or work experience within the education, health and recreation sectors.
- Familiarity with health and physical education curriculum components, and lesson/activity planning.
- Excellent project management skills and ability to produce and follow workplans.
- Proven ability to coordinate multiple projects and tasks.
- Experience with program measurement and evaluation.
- Experience with event planning and implementation.
- Computer skills with Microsoft Office, email, and Internet.
- Creative can do spirit.

YOUR FUTURE TEAM

- PHE Canada's vision is for all Canadian children to lead healthy and active lives. By joining our team, you will support and champion the work of educators, researchers, public health workers, and change-makers who are critical to the realization of our vision.
- The Lead, Programs & Resources will work with our team on a wide-range of local program and national campaign initiatives. You will have a mix of leading your own team projects and following (contributing to) other team projects/goals.
- The perfect fit for us is someone who has strong attention to detail and is hands on. You have many good ideas and are comfortable throwing them out into the group for input. You have a good eye for detail and have a great sense of humour.
- This is a high performing but small team and we will rise to the occasion together. Supporting young people to live healthier lives is meaningful work and we take a lot of pride in that.
- We wrote this together and we hope you will contact us if you see yourself as part of the team.

PHE Canada is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse population it serves.

Interested candidates should submit their covering letter and resume no later than **Friday, November 2nd, 2018** to:

Attention: PHE Canada Team
Physical and Health Education Canada (PHE Canada)
2451 Riverside Drive
Ottawa, Ontario K1H 7X7
Email: info@phecanada.ca
Web: www.phecanada.ca

Closing date: November 2nd, 2018

** **Please note:** We appreciate your interest and thank you for your consideration; however, only those candidates selected for an interview will be contacted.*