

## Career Opportunity – Coordinator, Programs & Resources

**Salary:** \$45,000 – \$55,000/year, plus benefits

**Hours:** Monday – Friday, 8am – 4pm EST

**Term:** 1-year contract with possibility of renewal

**Location:** Work from Home – Must be in New Brunswick and willing to travel inside of New Brunswick

**Language:** Must read, write and speak proficiently in both English and French

**Reports to:** Manager, Programs & Resources

**FOCUS:** PHE Canada has received funding from the Government of New Brunswick's Cannabis Education and Awareness Fund to scale its STOMP to 50% of New Brunswick schools and expand the focus of the program to include all legal substances: alcohol, cannabis, commercial tobacco, and supplements. At the same time, the funding supports a comprehensive approach expanding the At My Best programs to include decision-making and leadership development.

**GENERAL ACCOUNTABILITY:** As Coordinator, Programs & Resources, you will assist with the scaling and expansion of these initiatives. Specifically, we are looking for someone to support:

### Program Design

- Design student-centred learning experiences (e.g., design labs) aimed at preventing poly-substance use and minimizing related harms in elementary and secondary schools.
- Develop a train-the-trainer program with presentations, e-learning, and resources to equip facilitators with the knowledge, skills, and confidence to deliver the STOMP! and At My Best programs effectively.
- Develop a Student Leadership Program (expanding on current At My Best Action-for-Action resource) aimed at intermediate students.
- Design the Leaders Event for STOMP and for Student Leadership Program student participants, fostering active participation and meaningful learning for students.

### Resource & Content Development

- Develop student-facing and educator-facing resources, including lesson materials, toolkits, digital and print content.
- Develop, adapt, and curate student-facing educational resources that develop leadership and decision-making skills.
- Contribute to the creation and maintenance of an online trainer hub, ensuring resources are accessible, current, and practical for program delivery.
- Support content development that reflects equity, inclusion, accessibility, Indigenous perspectives, and student voice.
- Support Passport for Life learning activity hub.

### Facilitation and continuous support

- Deliver engaging and interactive sessions in both French and English, fostering inclusive, supportive, and participatory learning environments.
- Coordinate and facilitate the Leaders Event.
- Attend and support the At My Best Play Days.
- Provide ongoing training, coaching, and mentorship to educators.
- Create and foster a community of practice among facilitators to support shared learning, collaboration.

- Respond to inquiries from educators, schools, and partners in a timely, supportive, and empowering manner.
- Support Advisory Committee meetings.

#### **Research and Knowledge Mobilization**

- Assist with the collection of data from program participants.
- Assist with reporting on outcomes and deliverables for funders.
- Assist with the planning and delivery of the PHE National Conference in Fredericton, NB, in spring 2027.
- Create and present presentations on STOMP and At My Best.
- Create social media posts and content to share milestones.
- Support the other program team members as needed/requested.

#### **QUALIFICATIONS**

- Post-secondary education in Education, Health Promotion, Physical and Health Education, Public Health, Kinesiology, Sport/Recreation Management, Social Sciences, or a related field.
- Additional training in substance use education, youth well-being, facilitation, or program management is considered an asset.
- Bilingual proficiency in English and French, with the ability to deliver presentations and training in both languages (oral and written).
- Strong group facilitation skills, including the ability to create inclusive, supportive, and participatory learning environments.
- Familiarity with online learning platforms, resource hubs, or learning management systems.
- Strong written communication skills, with the ability to translate complex topics into accessible, age-appropriate content.
- Possess a valid driver's license and have access to a vehicle. Mileage will be compensated.

#### **YOUR FUTURE TEAM**

- PHE Canada's vision is for all children in Canada 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 from across the country who are critical to the realization of our vision.
- The perfect fit for us is someone who has strong attention to detail, has many good ideas and is comfortable throwing them out into the group for input. You have a keen innovative spirit, good relationship-building skills, and 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.

#### **HOW TO APPLY**

PHE Canada is an equal opportunity employer and is committed to hiring a workforce inclusive and reflective of the diverse student population and PHE Community it serves. We encourage applicants to self-identify through a covering letter if they identify as Indigenous, Black, cultural or ethnic minority, 2SLGBTQ+, person with disabilities or different abled, and/or newcomer to achieve this.

We thank all respondents; however, only those candidates selected for an interview will be contacted. Please note that the interview will be conducted in French and English.

Please submit your resume and covering letter in either French or English no later than **Monday, February 16th, 2026** to: Physical and Health Education Canada (PHE Canada), 2451 Riverside Drive Ottawa, Ontario, K1H 7X7.

Email: [info@phecanada.ca](mailto:info@phecanada.ca) Web: [www.phecanada.ca](http://www.phecanada.ca)