

Career Opportunity – Lead, Projects and Engagement

Term: Two-year, Full-time contract with possibility of renewal

Salary: \$65,000, plus an attractive benefits package

Location: Ottawa, Ontario

GENERAL ACCOUNTABILITY

As a Lead, Projects and Engagement, you will develop and implement PHE Canada's national programs and support, facilitate and participate in gathering, connecting and mobilizing people, knowledge and other resources that support PHE Canada's goal of all children and youth live healthy, physically active lives.

We are looking for someone to:

- Support the implementation of PHE Canada's health and wellbeing projects across elementary and secondary school systems
- Support PHE Canada's knowledge mobilization and project-related platforms/portals
- Design and coordinate synchronistic and asynchronistic workshops on inclusion, SEL, leadership development, healthy schools, and substance use prevention for students and educators, using age-appropriate pedagogy
- Develop student and educator guides and knowledge products
- Lead communities of practice, upholding equity, diversity, and inclusion to ensure input and action reflect and serve diverse needs
- Provide excellent and empowering support to various pre-service and in-service educators using, or interested in using, PHE Canada programs, projects, and resources
- Support measurement and evaluation activities for program development and funder reporting, including pilots and final reports
- Support the writing of professional development and advocacy content on key physical and health education topics
- Interpret and summarize research findings to inform professional development content, tools, and activities

QUALIFICATIONS

- Post-secondary education in a relevant discipline (e.g., education, kinesiology, health)
- Three to five years of related experience
- Bilingual proficiency in English and French, with the ability to deliver presentations and training in both languages (oral and written)



SKILLS

- Understanding of social determinants of health, working with marginalized populations, and harm minimization
- Ability to investigate and to translate research findings in plain language (presentations and writing)
- Ability to develop understanding of system-wide issues (i.e., a “systems thinker”)
- Strong analytical skills; process- and results-oriented
- Strong organizational skills; experience multitasking and managing multiple priorities with competing deadlines
- Enthusiastic and high-energy team player
- Strong focus on critical thinking and strategic problem resolution
- Superior verbal and written communication skills and ability to confidently interact with individuals at all levels in both English and French
- Strong computer skills with proficiency in Microsoft Office, Canva, and project management software

YOUR FUTURE TEAM

- PHE Canada’s vision is for all 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 changemakers 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 and 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 of the diverse student population and membership 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, different abled, and/or newcomer to achieve this.

Interested candidates should submit their covering letter, one to two samples of their written work (in links or attachments) and resume no later than **October 5th, 2026**, 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

**** Please note:** We thank all respondents; however, only those candidates selected for an interview will be contacted.*