

Job Posting – Programs Assistant

Start Date: May 31, 2021

End Date: August 20, 2021

Compensation: \$16.50/hour

PHE Canada is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse student population and membership it serves. Preference will be given to applicants that identify as Indigenous, LGBTQ2SI+, persons with disabilities and members of visible minorities.

GENERAL ACCOUNTABILITY

As the Programs Assistant, you will be responsible for assisting with the planning, promotion and implementation of various initiatives. The perfect fit for us is someone who is a dynamic, task-oriented individual with strong coordination, communication and interpersonal skills, and the ability to multitask.

We are looking for someone to:

- Assist with the planning, promotion and implementation of the annual event “At My Best Play Days” for school communities, a culminating event to celebrate students’ healthy living.
- Support the enhancement of the “At My Best” program.
- Support the update of the “Active Start and FUNdamentals for All Abilities” resource.
- Assist with the continued planning, promotion and implementation of the online “Student Centre”.
- Assist in data organizing and content review for research and reports

QUALIFICATIONS

- Must be between the ages of 15-30 years of age.
- Must be a Canadian citizen, permanent resident or to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Must have a valid Social Insurance Number and be legally eligible to work in Canada.
- Pursuing a career in the area of education, physical education, health studies, health promotion and wellness, sport management/administration, communications, marketing or a related discipline.
- Good organizational and administrative skills.
- Good verbal and written communication skills.
- Ability to multitask and prioritize.
- Ability to work independently and as part of a team.
- Computer skills with Microsoft Office, email, Internet and web-based technology.
- Bilingualism is an asset but not required.

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 from across the country who are critical to the realization of our vision.
- The Programs Assistant will work closely with the Programs & Education Director and interact with our team on a wide-range of initiatives. You will have a mix of independent and team projects.
- The perfect fit for us is someone who has strong attention to detail and 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 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.
- During the pandemic and following public health recommendations, all team members are currently working remotely from their homes. The Programs Assistant will also work remotely with appropriate training, supervision and support.
- We wrote this together and we hope you will contact us if you see yourself as part of the team.

HOW TO APPLY

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

Interested candidates should submit their covering letter and resume, in confidence, no later than **April 30, 2021** 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

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