

## **Career Opportunity – Coordinator, Programs & Resources**

**Salary:** \$45,000 - \$55,000/year - plus attractive benefits package

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

**Term:** 2-year contract with possibility of renewal

**Location:** Virtually from within the Province of British Columbia, must be willing to travel

### **GENERAL ACCOUNTABILITY**

As Coordinator, Programs & Resources you will assist with the development and implementation of PHE Canada's national programs and resources.

We are looking for someone to:

- Support the implementation of PHE Canada programs for elementary and secondary school systems (e.g., At My Best, Game Changers (for students with disabilities)).
- Support a collaborative approach to the development of classroom and professional development resources ensuring respectful knowledge exchange with knowledge holders on key physical and health education topics (e.g., mental wellbeing, holistic wellbeing, FNMI and growth and development).
- Provide excellent and empowering support to various external audiences using, or interested in using, PHE Canada programs and resources.
- Organize and support committees and working groups to plan, manage or evaluate education projects and programs.
- Coordinate and facilitate workshops and events in support of the PHE community and facilitate other relevant programming for the PHE community as needed (e.g., workshops, student design labs).
- Leverage partner and educational networks in British Columbia to support quality PHE and Healthy Schools.
- Support measurement and evaluation activities for program development and funder reporting (piloting, final reports).

### **QUALIFICATIONS**

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

## SKILLS

- Good knowledge and/or work experience within the education, health and recreation sectors.
- Familiarity with health, kinesiology and physical education curriculum components, and lesson/activity planning.
- Excellent project coordination skills and ability to produce and follow workplans.
- Proficiency in project management software (e.g., smart sheets, excel, monday.com).
- 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.
- Bilingualism is considered an asset.

## 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 are 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.
- 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 submit your resume and covering letter in either French or English no later than **Friday, February 3<sup>rd</sup>, 2023** 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)