

Job Posting – Programs Assistant

Start Date: May 30, 2022
End Date: August 19, 2022
Compensation: \$17.00/hour
Location: Remote, anywhere in Canada

Physical and Health Education Canada (PHE Canada) is a national, charitable, voluntary-sector organization empowering the Physical and Health Education Community to ensure students have the knowledge, skills, and attitudes to lead active, healthy lives. Supporting young people to live healthier lives is meaningful work and we take a lot of pride in that. 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 if their identity as Indigenous, gender diverse, 2SLGBTQIA+, persons with disabilities, Black and other racialized youth as preference will be given to those applicants.

Your Future Team: This is a dynamic, high performing yet small team, and we rise to any occasion together. We wrote this together and we hope you will contact us if you see yourself as part of the team.

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 task-oriented individual with strong coordination, communication and interpersonal skills, and the ability to multitask.

ROLE & RESPONSIBILITIES

- 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 review and finalization of the “National PHE Competencies”, linking with the PHE Canada Youth Council.
- 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.

HOW TO APPLY

Interested candidates should submit their covering letter and resume, in confidence, no later than **Thursday, April 14, 2022** to:

Attention: PHE Canada Team

Email: info@phecanada.ca

Fax: 613-523-1206

Mail: Physical and Health Education Canada (PHE Canada)
2451 Riverside Drive
Ottawa, Ontario K1H 7X7

Web: www.phecanada.ca

All inquiries and applications will be held in strict confidence. We thank all applicants in advance; however, only those selected for further consideration will be contacted. PHE Canada offers an inclusive, barrier-free recruitment and selection process and work environment. Please let us know of any accommodations needed to ensure you have access to a fair and equitable process.

PHE Canada is an equity-committed employer and encourages applications from groups including but may not limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people, and people with disabilities.