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OPHEA PROJECTS LEADER APPLICATION FORM

ELIGIBILITY

Ontario Resident

Do you currently live in Ontario?

Yes

No

Eligible to Work in Ontario

Are you legally eligible to work in Ontario? You must currently have a valid work permit or permanent residency or be a citizen of Canada to work in this role.

Yes

No

Compensation

The salary for this position was shared in the job posting and is aligned with our organizational compensation system. Are you comfortable accepting an offer at this compensation?

Yes

No

[If 'No' to any of these questions – end application]

[End Application]

Thank you for your interest in the Projects Leader position.

However, given you responded 'No' to one or multiple eligibility questions, we recommend you do not proceed with completing an application form.

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BACKGROUND INFORMATION

First and Last Name: [Open Response]

Pronouns (optional): [Open Response]

City: [Open Response]

Email: [Open Response]

Phone: [Open Response]

Interest in Position

Ophea is an organization that supports teachers to prioritize health and wellbeing in schools across Ontario. **Why are you interested in joining our team?**

[Open Response]

Work Arrangement

Ophea offers both remote (primarily work from home) and modified hybrid (work 4-days from home and 1-day from Ophea office) work arrangements. If you were successful in this position, what work arrangement would you prefer?

Remote

Modified Hybrid

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EDUCATION AND EXPERIENCE

Education

Please outline any relevant education that you feel would be beneficial to the Projects Leader position. Include program, educational institute, and 1-2 sentences describing what was learned.

Example

Humber College, Fitness and Health Promotion Diploma

This program provides key concepts as it relates to health promotion that I feel could be valuable in supporting the development of programs, resources, and trainings for educators to support student health.

[Open Response – 3,000 character limit]

Experience

Please outline any relevant work/volunteer experience(s) that you feel would be beneficial to the Projects Leader position.

Include title, organization, and 1-2 sentences describing what you did for each experience.

Example

Program Manager, ABC Organization

In this role, I worked on small project teams to develop a number of resources and webinars to increase our clients knowledge about how to be safe and responsible drivers. Based on your posting, I think these skills would transfer over into the Projects Leader position.

[Open Response – 3,000 character limit]

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SKILLS

Project Management

How many years of work experience do you have managing projects?

- 5 or more years
- 3-4 years
- 1-2 years
- 0-1 year
- None

Provide one example of a time you led a project and project team. Leave blank if no examples.

[Open Response]

Project Evaluation

Rate your knowledge and comfort level with project evaluation (e.g., preparing surveys, analyzing data, developing reports):

- A great deal
- A fair amount
- Some
- Not very much
- None

Provide one example of a time you worked on a project with an evaluation component.

[Open Response]

Technology

Rate your knowledge and comfort level with the following technology:

[Scale - Excellent, Very Good, Good, Adequate, Poor]

- Using Microsoft Office applications (e.g., Word, Excel, PowerPoint)
- Delivering webinars (e.g., using Zoom)
- Using virtual meeting platforms (e.g., Zoom)
- Using project management tools (e.g., Asana, or another program)

Individual Skills

Of the following job skills (social/soft/behavioural), select the three (3) skills that best describe you?

[Limit to 3 choices]

- Accountable
- Positive attitude
- Adaptable
- Continuous Learner
- Client Focused
- Collaboration
- Communication
- Detail Oriented
- Problem Solving
- Time Management

Why did you pick those three skills? Provide rationale for each skill selected.
[Open Response]

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POSITION - ASSETS

The following skills/experience are considered assets to the Projects Leader position:

Project Management Certification

Are you formally certified in project management, or have you taken project management training?

Yes

No

[If 'Yes']

What specific certification do you have (e.g., Project Management Professional – PMP, college degree) or what specific project management training have you taken (e.g., course, program)?

[Open Response]

Bilingualism (English and French)

Are you bilingual (in English and French)?

Yes

No

[If 'Yes']

Please rate your fluency in English and French:

[Scale - Excellent, Very Good, Good, Adequate, Poor]

French – Speaking (e.g., providing customer service to French-speaking clients via phone)

French – Writing (e.g., reviewing resources/training materials)

English – Speaking (e.g., communicating with colleagues during meetings)

English – Writing (e.g., creating engaging content for social media and other electronic communication channels)

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OVERALL

Why are you interested in this position?

[Open Response]

Is there anything else we should be aware of as it relates to your application for this position? (e.g., prior commitments impacting start date)

[Open Response]

Confirmation

I confirm that all the information I submitted in this application is accurate.

Yes

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THANK YOU

Thank you for taking the time to apply for the Projects Leader position. We will contact you if you are selected for an interview.