

Projects Coordinator (Modified Hybrid or Remote)

About Us

Ophea (ophea.net) is a charity (based in Toronto) that believes schools are an important place where students learn healthy habits that stay with them throughout their lives.

Who Are We Looking For?

Ophea values having a team that represents the diversity of the educators and children and youth we support. We know that different facets of people's identities – such as race, gender identity, ability, socioeconomic status, sexual orientation – play a significant role in their lived experiences and we welcome and encourage all applicants to share with us who they are and what they can offer to help us realize our vision for Ontario's students.

Don't meet every single requirement? Studies have shown that some people are less likely to apply for positions unless they meet every single qualification. If you're excited about this opportunity but your past experience doesn't align perfectly with every qualification in this posting, we encourage you to apply anyways. You may be just the right candidate.

What's It Like to Work for Ophea?

Ophea promotes collaboration (working in small project teams) to execute our work. All staff work and learn across a variety of different areas of the organization to grow their professional skill sets and keep their jobs challenging and rewarding.

Salary and Benefits

Full-time job with a starting salary of \$49,893.

- Dental and health benefits (starting at three months).
- Competitive vacation (starting at three weeks with an additional week for Winter Break in December).
- Flexible hours (e.g., start times between 7:30am and 10:00am), and shortened workdays before long weekends/on Fridays during summer months.
- Ophea's work arrangement policy offers remote and modified hybrid work options for staff depending on different circumstances.
- All staff are provided with an Ophea laptop and related applications (e.g., Zoom) depending on their specific position.

Summary

Ophea is looking for a permanent (full-time) Projects Coordinator. The Projects Coordinator provides coordination support across a variety of projects within their portfolio.

Sample tasks for this job include:

- Supporting project administration (e.g., processing invoices, updating work plans, documenting meeting minutes).
- Providing back-end support to website maintenance (e.g., uploading digital resource content, eLearning module content).
- Supporting the development of health-related teaching resources (e.g., lesson plans, activity cards) and training (e.g., eLearning modules, webinars, Instagram Live).
- Reviewing resources/training materials.
- Providing customer service via phone and email.

Knowledge (formal education or general knowledge):

- Post-secondary education in Physical and Health Education, Communications, Sport Administration, Education, Social Sciences, Health Promotion, Project Management and/or equivalent connected work/volunteer experience.
- Knowledge of Ontario's health and/or education sector is an asset.

Skills & Experience:

- 6 months to 2 years supporting projects and/or participating on project teams.
- Enthusiasm for working in a team-based environment.
- Strong problem-solving skills.
- Positive attitude and enthusiasm for our work with a willingness to learn.
- Bilingualism is an asset (fluency in French and English, written and spoken – advanced level).

Application Process

- To apply for this position, please complete an online application form available at: <https://ophea.net/about-us/careers>

We will be accepting applications until the position is filled so don't delay in applying if interested.

Please Note:

- *Ophea is currently only considering applicants residing in Ontario.*

- *Only those candidates selected for an interview will be contacted.*

- *Ophea's Compensation System is informed by the Canadian Society of Association Executive's (CSAE) Benefits and Compensation Report (2024), an annual compensation report that provides comprehensive documentation of compensation and benefits currently provided to staff employed in associations and other not-for-profit organizations across Canada.*

- *Ophea is committed to removing barriers and providing accommodation to all applicants and employees. If contacted in relation to an employment opportunity, please advise our HR representative of the accommodation required which would enable you to apply or be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*