

## Bilingual Projects Coordinator

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Are you passionate about a career that helps Ontario students be healthy and active at school? If so, we want to hear from you! Ophea is interested in meeting with individuals who are open to learning and growing in a fast-paced, project-based organization.

### About Us

Ophea ([www.ophea.net](http://www.ophea.net)) is a charity (based out of Toronto) that believes schools are an important place where students learn healthy habits that stay with them throughout their lives. Ophea works closely with educators working across Ontario's 72 English and French school boards to ensure the health and well-being of all students remains top of mind. This includes offering programs and services across a variety of health topics including physical activity, concussions, healthy eating, mental health, and many more.

### Who Are We Looking For?

As a provincial organization, 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 – can 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.

### 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 (e.g., program development, marketing and communications, training, evaluation) to grow their professional skill sets and keep their jobs challenging and rewarding. Ophea's work is grounded in proven project management principles.

Ophea believes a healthy staff is a productive staff and we offer a variety of benefits including dental and health benefits, 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.

Given the circumstances with COVID-19, Ophea staff are currently working remotely to ensure the ongoing health and safety of all staff as opposed to in our Toronto office. Ophea's revised work arrangement policy (beginning Fall 2022) will offer remote and hybrid work options for staff depending on different circumstances.

Note: Ophea is currently only considering applicants permanently living in Ontario.

### Role Summary

Ophea is looking for a permanent (full-time) Bilingual (English and French) Projects Coordinator. The Bilingual Projects Coordinator provides coordination support across a variety of projects within their portfolio. This position directly supports different teams in the successful planning and execution of projects across multiple areas including program development, professional learning, marketing and communications, and evaluation.

Sample job tasks for this position include:

- Supporting the development of health-related teaching resources and training.
- Reviewing resources/training materials (quality control of English to French translations).
- Supporting implementation of marketing plans including creating engaging content for social media and other electronic communication channels.

- Managing ordering and fulfillment of Ophea's hard copy resources.
- Providing customer service via phone and email (supporting teacher inquiries in English and French).

This is a full-time position starting in October/November 2022 (to be negotiated with successful candidate) with a starting salary of \$47,033.

#### **Knowledge (formal education or general knowledge):**

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

#### **Skills & Experience:**

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

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. At Ophea, we are dedicated to building a diverse, inclusive, and authentic workplace, so 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.

#### **Application Process**

- To apply for this position, please email your resume to **hr@ophea.org** with the subject title 'Bilingual Projects Coordinator' or 'Coordinateur de projets [bilingue]'.
- Instead of a formal cover letter, please answer the following question (in French) in your application email to help us better understand your interest in applying for the position (in approximately 250 words):

**What impact would you hope to make working with an organization like Ophea that supports healthy schools and communities?**

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

#### **Please Note:**

*- 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 (2021), 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 be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*