

Projects Assistant (Temporary Remote Position)

About Us

Ophea (www.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 – 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.

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 believes a healthy staff is a productive staff and we offer flexible hours (e.g., start times between 7:30am and 10:00am). This position will work remotely and require the applicant to have regular access to a computer.

Position Summary

The Projects Assistant is responsible for providing administrative and coordination support across different projects (as assigned within their portfolio). This position works closely with different Project Leaders and Project Coordinators across the organization.

Sample tasks for this position include:

- Reviewing educational materials (e.g., teaching resources, e-Learning modules) on our new web platform.
- Providing customer service via phone and email (e.g., supporting teacher inquiries).
- Supporting our marketing plans including creating engaging content for teachers for social media and other electronic communication channels.

This is a temporary position starting in May 2023 (to be negotiated with successful candidate) for \$20/hour (including a paid one hour lunch each day).

Note:

- **Age Eligibility:** This position is partially funded through a grant that requires applicants to be between the ages of 15 to 30 and work 280 hours between May 2023 and August 2023.

Knowledge (formal education or general knowledge):

- This position is connected to variety of potential fields of academic studies including: Kinesiology, Physical and Health Education, Sport Administration, Business, Project Management and Marketing and Communications.

Skills & Experience:

- Previous work experience is an asset in the areas of customer service, program development, training (e.g., conferences, events), program evaluation (e.g., data collection, analysis), research (e.g., best practices, environmental scans, literature reviews) and communications (e.g., newsletters, brochures, social media).

Application Process

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

Why are you interested in 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:

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

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

- *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.*