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OPHEA BILINGUAL PROJECTS COORDINATOR 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 compensation for this position was shared in the job posting (including salary and vacation) 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 Bilingual Projects Coordinator 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 Bilingual Projects Coordinator 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 Bilingual Projects Coordinator position.

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

Example

Projects Coordinator, 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 Bilingual Projects Coordinator position.

[Open Response – 3,000 character limit]

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SKILLS

Technical Skills

Bilingualism (English and French)

Rate your fluency in English and French:

Note: If selected for an interview, questions will be asked 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)

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)
- Supporting virtual workshops (e.g., using Zoom)
- Using Social Media platforms (e.g., Instagram, Twitter)
- Using social media management tools (e.g., using Sprout Social, a scheduling software, or other program)
- Designing social media content (e.g., using Canva, a design software, or other program)

Project Management

Provide one example of a time you supported a project or participated on a project team.

[Open Response]

Evaluation

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

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

Job 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 / excellent customer service
- Ability to collaborate
- Ability to communicate effectively
- Attention to detail

Why did you pick those three skills?
[Open Response]

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OVERALL

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 Bilingual Projects Coordinator position. We will contact you if you are selected for an interview.

We are also interested in your feedback on our application process. If you have a moment, please take a short survey to tell us how the experience was for you. This survey is optional and your responses are confidential and not linked to your application.