

Community Projects Manager (Remote)

About Us

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

Projects Portfolio

- **Healthy Schools (Peel Region)**

Ophea is leading a multi-year, school-based physical activity and healthy eating project that will take place in Peel Region. Overall implementation of the project will be guided by a project team of key interest holders, including those actively engaged in Peel Region representing a variety of sectors and perspectives (e.g., education, public health, recreation, parents, community groups/organizations).

Ophea will engage with 10 schools in Peel region through a community planning approach. Ophea will utilize community engagement approaches focused on creating accessible environments for open and respectful dialogue that elevate the voices of historically underserved and equity deserving communities. Based on learnings from the school community planning approach, Ophea will work with schools during the 2025/26 and 2026/27 school years to implement evidence-based activities to enhance physical activity and healthy eating for their students.

- **Community-Based Projects**

Ophea prioritizes community-based projects to support deeper implementation of health initiatives in school communities across Ontario. This includes working with interest holders on projects to better understand how Ophea's programs and services can be adapted to better support diverse school communities through in-depth consultation and collaboration.

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.

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 salary range of \$72,483 to \$88,013.

- 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. Will require flexibility for occasional meetings outside of these hours (e.g., after school hour meetings).
- Remote work arrangement with in-person meetings in Peel and other Ontario school communities.
- 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) Community Projects Manager. The Community Projects Manager is responsible for overall management of the Healthy Schools (Peel Region) project and related community-based projects.

Key responsibilities for this position include:

- Lead and manage project activities, ensuring alignment with project goals, budget, timelines, and interest holder needs.
- Develop strong relationships with school and community partners to gather input, address concerns, and ensure activities align with their needs and expectations.
- Lead community engagement efforts with school communities including facilitating meetings, providing coaching and support, and managing partnerships with internal and external interest holders (including project partners, research partners, agencies, and community groups).
- Work closely with research partners to support the design and data collection for assessing the effectiveness of health projects in school communities including managing data collection from students and teachers and supporting data analysis and actionable insights to evaluate project success and inform improvements.
- Proactively manage risks (opportunities and threats) and develop contingency plans to address potential scenarios.
- Prepare regular reports, status updates, and presentations for project interest holders, funders, and partners.

Knowledge (formal education or general knowledge):

- Post-secondary education in Project Management, Health Promotion, Public Health, and/or equivalent connected work/volunteer experience.
- Knowledge of, and sensitivities to, issues of diversity within schools and communities, particular in matters relating to physical activity and healthy eating.
- Understanding of equity-informed, community-based planning and engagement, including the comprehensive school health approach.
- Experience working with underserved communities in Peel Region is an asset.

Skills & Experience:

- 5+ years of project management experience leading complex, community-based initiatives.
- Strong communication and active listening skills when working with multiple interest holders, including proven experience with public speaking and meeting facilitation.
- Strong problem-solving and decision-making skills.
- Positive attitude and enthusiasm for our work with a willingness to learn.

Certifications & Licenses:

- Valid driver's license and access to a vehicle is required. Travel to Peel Region will occur on a regular basis to meet with schools and community partners (multiple times per week).
- Project Management Professional (PMP) or related designation is an asset.

Note: Successful candidate will be required to complete and pass a vulnerable sector check.

Application Process

- To apply for this position, please submit your resume to: hr@ophea.org.

In place of a cover letter, please include your response to the following question:

"Why do you feel you'd be the right person to lead the Healthy Schools (Peel Region) project or other community-based projects for Ophea? In your response, describe how your experience in project management and community engagement (including working with diverse communities on health initiatives) aligns with this role's responsibilities."

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.*