

## 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.

### Our Approach to Artificial Intelligence (AI) and Recruitment

At Ophea, we use AI thoughtfully across different areas of our work but not when it comes to hiring new team members. Every step of the recruitment process, including reviewing applications, is completed by members of our team without the use of any AI tools. In return, we ask that candidates take the same care when applying if they are genuinely interested in this opportunity.

### Who Are We Looking For?

Ophea values having a team that represents the diversity of the educators and students we support. We know that different facets of people's identities 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 starting salary of \$51,390.
- 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.

Working with the Knowledge Mobilization Division, the Projects Coordinator is responsible for administration support to key areas including Marketing and Communications and Professional Learning.

A typical workday in this position might include:

- Responding to emails from educators asking about an upcoming webinar on [inclusive physical education](#).
- Reaching out to potential guests to appear on our [Gym Shorts](#) podcast.
- Making updates to our [Asthma e-Learning module](#) based on feedback from educators and subject-matter experts.
- Participating in a meeting to generate ideas for social media content for the upcoming month.
- Processing expense claims and invoices across a variety of different projects.

- Researching accessible location options for an upcoming in-person training session.

### **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:**

- Proven experience participating on project teams and supporting different types of tasks.
- Strong organizational skills with a high level of attention to detail.
- Excellent written and verbal communication skills, with experience in digital communication tools and platforms (e.g., Zoom, social media platforms).
- 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**

- In place of a formal cover letter, please answer the following question (in 250 words or less) to help us get a better sense of who you are, what you value, and how you like to collaborate as a person and how you might fit with our team:

“Ophea focuses on supporting healthy, active living in schools and communities across Ontario. What do you see as the most pressing health issue in schools today, why does this issue matter to you, and how do you think organizations like Ophea might help address it?”

- In fairness to all candidates, answers exceeding 250 words will not be reviewed.
- To apply for this position, please submit your answer and resume (in the same document) to: [hr@ophea.org](mailto:hr@ophea.org).

### **Application Tips**

- Keep it simple: Keep your application simple and easy to read. Too much design can be a distraction.
- Personalize your work: Applications with no customization are typically easy to spot and don't move ahead in the recruitment process.
- Prioritize personal over perfection: Your application should help us get to know you and whether you should be invited for an interview. There are no 'perfect' answers so just be authentic in your response.

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

Our job opportunities are often re-posted by others without our knowledge or awareness so please check our website to ensure this posting is still active: <https://ophea.net/about-us/careers>.

#### 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 (2025), 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.*