

Policy and Project Specialist

The Opportunity:

OPHA is looking for a dynamic, flexible self-starter to contribute to the organization's mission by leading projects and programs and by applying project management principles, that further OPHA's sustainability and advocacy portfolios. Reporting to OPHA's Director of Programs and Services, this position is responsible for the implementation aspects of a range of activities that are core to OPHA's mandate.

As Policy and Project Specialist, your role will support OPHA's workgroups, training development and implementation, OPHA member engagement and strategic partnership development. While a portion of this role supports public policy and advocacy work, other aspects of the role contribute to three pillars of how OPHA achieves its mission. The first pillar includes supporting the organization's membership strategy of engaging and growing a diverse membership base through the implementation of member acquisition and retention strategies. The second pillar involves supporting and pursuing new funding for OPHA to strengthen the community and public health sectors through new projects, training or knowledge mobilization initiatives on a variety of public health topics. Finally, for the third pillar, the Policy and Project Specialist will lead or support OPHA's training and capacity building initiatives including assessing needs, developing curriculum, and promotion by leveraging best practices for health communications and marketing principles.

Responsibilities

1. Projects
 - a. Upon project assignment, manage the progress of projects, adapt the work schedule as required and ensure deadlines are met
 - a. Complete project activities and take ownership over assigned project deliverables ensuring they meet project requirements
 - b. Escalate project issues to leadership as necessary
 - c. Ensure orders and invoices are processed to the finance department
 - b. In conjunction with senior leaders, support the identification of project funding opportunities
 - c. Draft project proposals and grant applications
2. Membership and outreach
 - a. Research membership best practices to recommend and implement initiatives that align with OPHA's membership engagement strategies
 - b. Audience research and outreach for new member acquisitions, including introductory presentations to new partners or academic programs
 - c. Engage with OPHA constituent societies and organizational members to assess needs, satisfaction and integrate findings into strategies
 - d. Develop promotional and membership engagement communications

- e. Review metrics around membership and recommend initiatives as needed to ensure OPHA is meeting targets
 - f. Develop, update and implement new member/subscriber welcome package
3. Training and capacity building
 - a. Conduct outreach and develop communications to attract new audiences to training and capacity building initiatives
 - b. Support the implementation of the training and capacity building strategy by assisting other team members as needed with training and events planning, coordination, promotion, and delivery
 4. Board and Workgroup Support
 - a. Support Board and Committee meetings
 - b. Engage and support member workgroup activities
 5. Advocacy
 - a. Gather feedback from stakeholders, draft letters or submissions, contribute to a collaborative process for the development of advocacy materials
 - b. Track OPHA's advocacy activities and support senior team members in drafting membership and Board updates around OPHA's advocacy activities
 - c. Support membership updates by summarizing relevant key developments

Qualifications

- Post-secondary education in an area pertaining to health promotion, preventative health, community or public health
- Minimum 5 years of work experience (combined experience and graduate level education will be considered)

Skills and Abilities

- Health promotion knowledge experience
- Project management experience
- Experience in health communications and promotions
- Excellent communication skills, both written and verbal
- Strong interpersonal skills, outreach and relationship building
- Ability to think strategically
- Well-developed organizational skills
- Knowledge of non-profit community-based programs is an asset
- Able to work independently and in a remote team environment
- Proficiency with computer software (MS Office, Microsoft Teams, Outlook, Zoom, Adobe, Mail Chimp etc.)
- Knowledge of the community and/or public health system in Ontario and developments effecting public health
- Written or spoken proficiency in French is an asset

How to Apply:

Please submit your application **by Sunday September 25th** to **MSanderson@opha.on.ca**, using **Policy and Project Specialist** as the subject line and attaching as one document a PDF/Word file with: a cover letter describing how you meet the job requirements and why you think you would be good fit for this job; and a resume highlighting your relevant educational training, work and volunteer experience.

Thank you for your interest in the work of OPHA. Only candidates being considered for an interview will be contacted. OPHA is committed to employment equity and achieving and maintaining a diverse workforce. OPHA's complies with all applicable laws pertaining to non-discrimination and equal opportunity in the workplace and is also committed to a health promoting virtual workplace.

Compensation will be offered commensurate with the candidate's experience and competitive with other comparable positions in the non-profit sector.

About OPHA:

Created in 1949, the Ontario Public Health Association (OPHA) is a member-based non-partisan charitable organization that brings together a broad spectrum of groups and individuals concerned about people's health. OPHA's members come from various backgrounds and sectors – from the various disciplines in public health, health care, academic, non-profit to the private sector. They are united by OPHA's mission of providing leadership on issues affecting the public's health and strengthening the impact of people, who are active in public and community health throughout Ontario. This mission is achieved through professional development, information and analysis on issues effecting community and public health, access to multidisciplinary networks, advocacy on health public policy and the provision of expertise and consultation.