



Request for Applications

CPCHE is seeking a part-time Communications and Healthy Schools Day (HSD) Project Coordinator

Posted: August 9, 2021

About CPCHE and Healthy Schools Day

The **Canadian Partnership for Children's Health and Environment (CPCHE)** is a national collaboration of organizations with overlapping missions that have been working together for two decades to improve children's environmental health in Canada (healthyenvironmentforkids.ca). CPCHE's 17 partner and affiliate organizations have diverse expertise in public and clinical health, environmental protection, disability advocacy, law and policy, early childhood education, and health equity. CPCHE has a strong track record of developing evidence-informed policy positions and knowledge translation tools to empower preventive action to reduce toxic exposures and associated risks for the developing fetus and child. CPCHE is committed to environmental health equity and works to ensure that all children in Canada have healthy, sustainable and inclusive environments in which to live, learn, play and grow.

In 2017 CPCHE took on the leadership and administration of the Healthy Schools Day in Canada (HSD, healthyschoolsday.ca). CPCHE uses a collaborative approach to the annual HSD campaigns and has built a robust network of organizations that actively engage in the design, development and promotion of each campaign. To date, CPCHE-led HSD campaigns have promoted awareness and action on radon (2018), diesel bus emissions (2019), and climate change (2020-21). The present (2021-2022) campaign will focus on early learning environments, building on CPCHE's longstanding efforts to advance environmental health and sustainability in Canada's child care sector.

Position description and selection criteria

CPCHE is seeking an energetic individual, with demonstrated communications and coordination skills, for a part-time contract position to:

- Serve as project coordinator for the annual Healthy Schools Day in Canada campaign, including coordinating and expanding the network of HSD collaborating organizations, managing project deliverables (e.g., core campaign resources, website and social media content), and project reporting;
- Provide secretariat services to support routine CPCHE operations, including coordinating meetings of CPCHE committees, preparing meeting minutes, coordinating CPCHE and HSD social media communications, and other tasks, as needed, to support the collaborative work of the partnership.

The ideal candidate will have:

- a Bachelor's degree or other post-secondary degree, or the equivalent in demonstrated experience, in a relevant field (e.g., communications, environmental health/public health, health/social services, early childhood education);
- excellent people skills;
- demonstrated ability to effectively manage collaborative projects;
- strong writing and communication skills in English, and proficiency in French (other language skills would be an asset);
- experience with managing social media and updating websites;
- ability to understand scientific information and terminology related to children's environmental health;
- passion for children's environmental health and social justice.

Potential applicants who identify as Indigenous or as belonging to an ethnic, cultural or racialized group that has faced systemic oppression, and those with lived experience of environmental/social/economic injustice, are particularly encouraged to apply.

Terms of the contract will include:

- Monthly pay of \$2,000 for part-time work (~15 hours per week);
- Semi-flexible schedule with core hours scheduled on at least 3 days per week;
- One-year contract, with possibility of renewal;
- 3-month trial period to ensure mutual good fit.

The selected applicant will report directly to the CPCHE Executive Director and will be under contract with, and paid by, the Canadian Child Care Federation (CCCC) on behalf of CPCHE.

There are no benefits associated with the contract with the exception that the contractor will have two weeks paid vacation time.

Applicants from anywhere in Canada are encouraged to apply. The contractor will work from their own office or home and will be responsible for ensuring reliable access to a computer and Internet connection.

The anticipated start date is on or before October 1, 2021.

How to apply

If you are interested in being considered for this position, please:

1. Prepare a brief statement or letter (no more than two pages) explaining why you are suited to this work, highlighting your relevant skills and experience.
2. Attach your CV or resume.
3. Provide names and contact information for 2-3 professional references who can speak to your relevant abilities and experience.

Your application should be sent electronically (in MS Word or PDF) by **September 15, 2021** to Dr. Erica Phipps, Executive Director, CPCHE, erica@healthyenvironmentforkids.ca with "Application for CPCHE Coordinator" in the subject line. You will receive an emailed confirmation of receipt.

Selection process

CPCHE's Executive Director and the chairpersons of CPCHE's standing committees will independently review and rank all applications received by the September 15th deadline, the results of which will be used to create a shortlist of the top three (3) candidates. The CPCHE Executive Director and the Chair of the Coordinating Committee will then invite each short-listed candidate to participate in an interview via Zoom, based on which they will recommend a selected candidate. (If no suitable candidate is identified, the position will be re-posted.) The results of this process will be reviewed by the CPCHE Coordinating Committee prior to a final decision. Upon approval from the Coordinating Committee, the CPCHE Executive Director will offer the contract to the selected candidate.

CPCHE is grateful for the interest expressed by all anticipated applicants. However, in light of the potential volume of applications, only the selected candidate will be notified of the selection results.

For more information:

For more information or for clarification of the position or the application process, please send a brief email, with "Request for Applications" in the subject line, to:

Dr. Erica Phipps, Executive Director, CPCHE, erica@healthyenvironmentforkids.ca