

B R E A T H E

the lung association

POSITION VACANCY

POSITION TITLE: Project Manager, Youth Engagement & Knowledge Translation
REPORTS TO: Senior Director, Programs & Services
HOURS: Full-time (35 hours per week) . 1 year contract
LOCATION: Provincial Office, Toronto with travel required throughout the province
EFFECTIVE DATE: September 2019

About The Lung Association:

The Ontario Lung Association (OLA) is dedicated to helping all Canadians breathe. Our community of donors, patients, researchers, volunteers and professional staff are dedicated to ensuring Canadians have the healthy lungs, body, and clean air, which are vital to healthy breathing.

We want to ensure that no one takes their breathing for granted, and strive for better breathing for all.

This is an opportunity to join a team at an exciting point in time . an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://lung2018.wpengine.com/>

Position Overview:

The Ontario Lung Association (OLA) has a rich history of working with youth, developing expertise in youth engagement, and building networks with youth agencies and youth across the province. Helping people quit smoking is also an important priority for OLA. Currently the Not on Tobacco (N-O-T) program, a youth tobacco cessation program, uses a facilitator model to offer in-person group sessions for youth who want to quit. The program is one of the only programs for high school-aged youth with a well-evidenced and long history of providing youth with the resources and support needed to quit smoking. There is currently no program like N-O-T available online for youth.

Reporting to the Senior Director, Programs and Services, the Program Manager. Youth Engagement & Knowledge Translation, will support the adaptation and transition of the in-person model of the N-O-T program to an online and mobile youth cessation program. This role will oversee the development and launch of the digital program with a provincial scope, with the intent to utilize the evaluation outcomes to inform the expansion of the program nationally.

In addition to the work on the N-O-T project, the Program Manager will assist with building knowledge translation information and resources for healthcare providers as it pertains to the public education campaign around cannabis use. This campaign is aimed at young adults aged 18 to 25 and will inform them about the potential risks of smoking cannabis, as well as harm reduction tips.

Responsibilities:

- Oversee and support the growth, development, implementation and evaluation of the N-O-T program into a digital format.

- Build an advisory committee of key subject matter experts, including youth, to be involved in the planning, development, and roll out of the new approach.
- Support the execution of an environmental scan/best practice review.
- Conduct focus groups with youth to inform platform and product development.
- Procure web developer and support the design, layout and plan for online content.
- Work with marketing team to develop communication and promotion plans for the launch of the product.
- Develop referral materials to support internal staff with the program.
- Implement, monitor, coordinate and troubleshoot online delivery of the program.
- Conduct ongoing evaluation of the program and report on key performance measurements.
- Lead the development of knowledge translation materials for healthcare professionals about cannabis use and lung health.
- Lead and support the development of other youth engagement initiatives as they arise.

Knowledge and Skill Requirements:

- Project management skills: Strong problem-solving, change management and analytical skills. Experience in the development, facilitation, and evaluation of curriculum and related materials. Experience monitoring and evaluating projects.
- Communications: Demonstrated excellence in verbal and written communication skills, with the ability to make effective presentations, facilitate meetings and influence others. Bilingualism would be an asset
- Collaborative and collegial: Works well with others, at all levels. Understands how to work with the community in a collaborative manner. Active and respectful listener. Demonstrates honesty, compassion and integrity.
- Require a strong desire to learn, a passion for improving health care and foundational experience in supporting a team and/or projects.
- Relationship builder: Able to create, nurture and maintain mutually beneficial relationships with a diverse group of stakeholders. Comfortable and skilled at connecting with people at all levels.

Education and Experience:

- Post-secondary education in an appropriate field of study, and/or relevant work experience
- 2-3 years experience in project management, preferably in charitable, education, social services, and/or health fields.
- 2-3 years experience working with youth and young adults (12-30) including demonstrated knowledge of best practice in positive youth development.

Work Environment:

- Willingness to work flexible hours; some evening and weekend work is required.
- Willingness to travel.

To Apply:

Please e-mail your résumé and cover letter, along with salary expectations, to gthomas@lungontario.ca

We thank all applicants for their interest. However, only those to be interviewed will be contacted.

Job Types: Full-time, contract