



The Public Health Association of BC is Hiring!

Project Lead, Strengthening Public Health Initiative (SPHI) Action Planning

Remote (BC)

1.0 FTE – Full Time (Temporary)

Overview

The Public Health Association of BC (PHABC) is hiring a **Project Lead** to lead a province-wide engagement initiative aimed at advancing *B.C.'s Population and Public Health Framework: Strengthening Public Health*. This project will foster collaboration across the population and public health (PPH) sector, identify collective actions to strengthen public health, evaluate progress toward PPH goals, and support public health initiatives across the province.

Reporting to the Project Management Office and Quality Assurance Manager, the Project Lead will coordinate the day-to-day operations and logistics of the SPHI Action Planning project from **March 10, 2025 to March 31, 2026**, with the potential for extension. The Project Lead may also contribute to other PHABC projects as needed.

Background

The [Public Health Association of BC](http://www.phabc.org) (PHABC) is a voluntary, non-profit charity (est. 1953) that promotes and protects public health by actively working to advance the development and implementation of healthy public policy, by encouraging and facilitating research that supports public health and cooperating regionally, nationally and internationally with partner organizations. Its national linkages enable the PHABC to participate in dialogue and action on matters of interest across Canada. The PHABC has a long track record of fiscal and administrative stability and considerable experience with community development, continuing education, initiatives addressing the determinants of health and project planning, implementation, assessment and evaluation. PHABC has partnered with the federal and provincial governments to carry out significant knowledge development and exchange projects.

Key Accountabilities/Responsibilities

- Lead community engagement (virtual and in-person), data collection and analysis, knowledge translation and evaluation components of the project
- Coordinate project activities, while ensuring adherence to timelines, deliverables, and budgets.
- Monitor project progress and provide regular updates to internal and external parties.
- Collaborate with internal and external partners and community organizations to develop a collective action plan for the population and public health sector and a monitoring and evaluation plan to measure progress on its implementation

- Facilitate focus groups, community dialogues and discussions with diverse stakeholders.
- Collaborate with internal teams and external partners to ensure successful project execution.
- Ensure ethical considerations and protocols are followed during data collection.
- Work with project team to collect and analyze data using qualitative and quantitative methods and identify key themes and trends.
- Oversee the administration of grants to support public health initiatives that emerge from the action planning process
- Prepare regular progress reports, summaries of key findings, and presentations for internal and external audiences.
- Compile comprehensive reports outlining key findings, recommendations, and actionable insights.
- Ensure accuracy and integrity of data collection and documentation.

Qualifications & Required Skills

- Degree in a relevant field such as public health, social sciences, or a related discipline or an equivalent combination of education and experience.
- Preferred minimum of 2 years of experience coordinating projects that have a combination of community engagement, qualitative and quantitative research and evaluation components.
- Understanding of public health challenges and opportunities in BC.
- Exceptional written and verbal communications skills with the ability to articulate ideas, present information and engage effectively with team members and community partners.
- Strong interpersonal skills to collaborate with cross-functioning teams and build strong professional relationships.
- Facilitation skills to meaningfully engage community groups and encourage fruitful dialogue and the sharing of ideas and diverse perspectives.
- Proficient with the following software platforms: MS Office (Word, Excel, PowerPoint, Project, etc.), Adobe Acrobat, Zoom, survey platforms and data analysis platforms.
- Strong organizational and project management skills to proficiently handle multiple priorities and ensure effective and efficient task management.
- Experience conducting research using qualitative (e.g., interviews, focus groups) and quantitative methods (e.g., surveys) & analyzing data to identify key themes and insights
- Experience with monitoring and evaluation, including setting targets, identifying indicators to measure progress, and assessing outcomes
- Demonstrated ability to work both independently and collaboratively within a team.
- Leadership style and work ethic that promotes collaboration, inclusivity, creativity and open communication.
- Awareness of systemic inequities & the ways in which they intersect with public health.
- Ability to manage risks associated with complex projects that are provincial in scope.
- Willingness to travel, which may require occasional availability on evenings and weekends.

Job Details

This is a **1.0 FTE position**, valued at a salary of **\$69,908** per annum including three (3) week's paid vacation. The selected candidate will be offered an employment contract including extended health & dental benefits, sick/personal/birthday leave, a personal phone/internet allowance, and access to the association's group savings plan following a successful probationary period of ninety (90) days.

- Remote work with occasional travel for in-person meetings or engagements.
- Must be a resident of BC on position start date.
- Flexible work hours
- Laptop and all software are provided.
- \$50 monthly stipend provided for phone/internet.

To Apply

Please submit a resume and a cover letter to **Rebekah Erickson**, Project Management Office and Quality Assurance Manager at pmoqa.manager@phabc.org. Please include "Project Lead Job Posting" in your email subject line.

Application Deadline: February 16th, 2025 at 11:59pm.

Shortlisted candidates will be asked to provide up to 3 references and **asked to interview between February 19-20th, 2025**. All interviews will be conducted via Zoom. The anticipated start date for this position is March 10, 2025.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

PHABC is an equal opportunity organization and all qualified applicants will receive consideration for this position without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.