



The Public Health Association of BC is Hiring!

Project Lead, Age Forward Strategy Projects

Remote in BC

July 2025-January 2026

0.5 FTE Term Contract

Overview

The Public Health Association of BC (PHABC) is seeking a detail-oriented and collaborative Project Lead (Contractor) to support two strategic provincial initiatives focused on healthy aging and physical activity:

- Age Forward Action: Repository of Physical Activity Programs and Services for Adults 50+
- Provincial Approach for Community-Based Falls Prevention Physical Activity Programming

This is a part-time contract position working approximately 20 hours per week from July 28th, 2025 to January 31st, 2026. The successful candidate will be responsible for coordinating project activities, engaging collaborators, and supporting deliverables under the supervision of the Project Manager. This opportunity is ideal for someone with experience in collaborator engagement, public health research or evaluation, and managing complex projects with multiple partners. The role will be remote but the successful candidate must reside in British Columbia.

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 advancing healthy public policy, facilitating public health research, and fostering collaboration across sectors. PHABC has a strong reputation for fiscal and administrative stability and extensive experience in community development, knowledge exchange, health promotion, and evaluation of multi-partner initiatives.

This contract supports two initiatives funded by the Provincial Health Services Authority and aligned with the Ministry of Health's Age Forward Strategy and 3-Year Action Plan. The first project, Age Forward Action: Repository of Physical Activity Programs and Services for Adults 50+, will assess the feasibility of creating a centralized, accessible navigation tool to help older adults and their caregivers locate physical activity opportunities across BC. The second project, Provincial Approach for Community-Based Falls Prevention Physical Activity Programming, will develop options for a standardized, evidence-informed model to improve access to effective falls prevention programming in BC communities.

Both initiatives center equity, accessibility, and collaboration across health and community systems. The Project Lead will play a key role in supporting their success.

Key Accountabilities/Responsibilities

- Age Forward PA Repository Project:
 - Lead day-to-day project activities, including scheduling, tracking progress, and meeting timelines.
 - Coordinate and conduct collaborator engagement with repository owners, health authorities, community organizations, and older adults.
 - Work with PHABC's Senior IMIT Director and Junior Health Systems Analyst to assess digital feasibility and data integration options.
 - Lead development of key deliverables including the environmental scan, needs assessment, engagement summaries, and final recommendations.
 - Draft quarterly progress reports and contribute to the final comprehensive report.
- Falls Prevention Programming Project:
 - Facilitate communication and collaboration between subject matter experts, the project team, and the advisory committee.
 - Support planning and logistics for a co-creation event to inform implementation options.
 - Contribute to quarterly progress reports and final deliverables in coordination with SMEs and the Project Manager.
- General:
 - Ensure all activities align with project timelines and funder expectations.
 - Maintain strong and professional communication with all collaborators.
 - Apply an equity, accessibility, and age-friendly lens to all project components.
 - Perform other related duties as requested by the Project Manager.

Qualifications & Required Skills

- Post-secondary education in public health, health promotion, social planning, digital health, or related field.
- Minimum 3 years of experience in project coordination, collaborator engagement, or applied research.
- Demonstrated ability to lead collaborative work across diverse partners.
- Excellent writing, analysis, and synthesis skills for reports and recommendations.
- Some familiarity with older adult health promotion or falls prevention programming is preferred.
- Comfortable using virtual collaboration tools and managing flexible timelines independently.
- Experience working with digital repositories or service navigation platforms (e.g., HealthLink BC, BC211) is an asset.
- Experience with feasibility assessments, environmental scans, or business case development is an asset.

This is a **temporary contract position from July 28th, 2025 to January 31st, 2026** valued at 20 hours per week at a rate of **\$35 per hour plus GST**. The selected candidate will be offered a short-term consultant contract and is required to hold a valid GST number.

To Apply

Please submit a resume and cover letter detailing why you would be the ideal candidate for the position to **Christina Lavoie** at hr.services@phabc.org by **July 18th, 2025** Please include *Project Lead, Age Forward Projects Contract Posting* in your email subject line.

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.