



## **JOB POSTING: PROJECT COORDINATOR**

Outdoor Play Canada (OPC) is a national not-for-profit organization that brings together advocates, practitioners, researchers, and partner organizations to promote, protect, and preserve access to play in nature and the outdoors for all people living in Canada. OPC provides leadership to galvanize the outdoor play movement across Canada to promote the health and wellness of Canadians and the environments in which we live. OPC's strategic priorities are to provide leadership and strategic direction for the outdoor play sector, serve as a central portal of credible information on the outdoor play sector in Canada, amplify efforts and successes related to outdoor play, and convene and facilitate collaborations among members of the outdoor play movement.

The Canadian Centre for Outdoor Play (CCOP) is a collaboration between OPC, the Healthy Active Living and Obesity (HALO) Research Group at the CHEO Research Institute, Algonquin College and Andrew Fleck Children's Services (AFCS), as well as partners within the outdoor play sector in Canada. The CCOP aims to lead demonstration projects, inform policy and practice, provide continuous professional learning opportunities, conduct applied research, and lead nationwide knowledge translation and mobilization efforts to advance outdoor play and learning efforts for the benefit of children, their care providers, their families, and the environment in which they live. Learn more about the [CCOP here](#).

### **JOB DESCRIPTION:**

OPC is looking to hire a full-time Project Coordinator for three years to work on new projects with the CCOP related to improving quality participation in outdoor play and learning for young children living with disabilities. The position will involve coordination of projects including an active role in developing and submitting proposals, report writing, preparing presentations, convening and building reciprocal relationships with stakeholders, supervising students, participating in regular team meetings, data collection, minute taking, and other related activities.

Available from: March 1<sup>st</sup>, 2024

Salary: \$60,450/yr (\$31/hour) for 1 year, with potential for renewal

Hours: 37.5 hours per week

Location: 411 Corkstown Rd, Ottawa, ON (option for hybrid work from office & home)

Closing Date: Until filled

Apply: [ldelannoy@outdoorplaycanada.ca](mailto:ldelannoy@outdoorplaycanada.ca)

**RESPONSIBILITIES:**

- Responsible for the coordination of various projects related to improving quality participation in outdoor play and learning for young children living with disabilities
- Liaise with OPC and CCOP staff, families, and other project stakeholders across Canada and around the world
- Coordinate and assist with various project activities including but not limited to advisory panel recruitment, creating summary reports, scheduling and coordinating project, advisory, and consultant team meetings, data collection, and related report writing, and promoting outputs through social media outlets, the OPC website, and e-communications
- Prepare financial reports and disburse payments for project-related expenses
- Assist with human resource processes
- Act as key communicator between project staff, families, and stakeholders
- Organize meetings and prepare relevant presentations and materials
- Take and prepare meeting minutes as required
- Assist in preparing grant submissions
- Supervise and provide training to other personnel (summer students/volunteers) on project processes and procedures
- Participate in and present at educational sessions both internally to staff and externally as opportunities arise
- Participate in OPC and CCOP meetings and other meetings as required
- Perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations and all OPC policies and procedures related to Occupational Health and Safety
- Keep all mandatory training up-to-date
- Perform other related duties as assigned by the OPC Executive Director

**QUALIFICATIONS:**

- Bachelor's Degree in a health-related or education field
- Minimum three years' relevant experience in a combination of project coordination and work in/with early learning and childcare programs, working with children with disabilities
- English (essential) – Bilingualism an asset (French and English)
- Demonstrated skills in leading committees/trainings/panel discussions
- Experience with data collection/record keeping
- Strong knowledge of early childhood development
- A love of the outdoors
- Ability to take guided initiative and to work in an organized fashion
- Excellent communication, interpersonal and organizational skills
- Demonstrated collegiality, professionalism and team skills

- Excellent computer skills (word processing, email, spreadsheets, presentations)
- Capable of effectively handling multiple priorities simultaneously
- Ability to respond to project-related issues during office hours
- Strong work ethic and motivation
- Demonstrated initiative, flexibility and ability to work independently
- Police Record Check for vulnerable populations (essential)

### **WORKING CONDITIONS**

- Able to work in-office and remote (hybrid workspace)
- Able to work in a dynamic environment and be able to multi-task
- Able to prioritize workload effectively
- Able to be flexible with working hours in order to meet deadlines
- Able to work under tight deadlines in a competitive environment
- Able to work on a team as well as independently
- Able to professionally interact with children, families, practitioners, community members, Indigenous leaders, colleagues, visitors, partners, and representatives from various levels and organizations

**Personal Suitability:** The ideal candidate should have strong coordination ability and potential, excellent organizational skills, an appreciation of outdoor play, interpersonal and communication skills (speaking, writing, presenting), good judgment and be reliable, thorough, a self-starter with demonstrated initiative, creative, a team player, flexible, accommodating and ambitious. The candidate is expected to uphold OPC's strong commitment to promoting and supporting equity, diversity, and inclusion (EDI) efforts and applying an EDI lens and a continuous improvement approach to their work.

Interested candidates should submit a cover letter of interest, curriculum vitae and contact information for three references to Dr. Louise de Lannoy, Executive Director of Outdoor Play Canada, by email to [ldelannoy@outdoorplaycanada.ca](mailto:ldelannoy@outdoorplaycanada.ca)

OPC values diversity and we encourage all qualified applicants to apply. Accommodations will be made throughout the application and interview process if needed as per the Accessibility for Ontarians with Disabilities Act (AODA). Should the applicant require any accommodations during the application process please notify OPC as per the AODA.

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