

Contract Position – Bilingual Environmental Health Care Coordinator

Position: Bilingual (French/English) Environmental Health Care Coordinator

Organisation: The Canadian Coalition for Green Health Care

Location: This is a virtual position

Start date: As soon as possible

Position duration: approximately 6-month contract, ending March 31, 2022.

Organisation Overview:

The Canadian Coalition for Green Health Care (the Coalition) is Canada's premier green health care resource network and supports the Canadian health care sector to integrate environmentally responsible practices into the delivery of compassionate health care. We are a national membership-based not-for-profit organisation. Our interests include climate change resiliency, energy efficiency and conservation, water conservation, waste reduction, active and low carbon transportation, chemicals, environmentally preferable purchasing, healthy and sustainable food, and green leadership. See <https://greenhealthcare.ca/> for more information.

Position Overview:

The Coalition is actively working on a government-funded project, *Reducing Health Care-Related PPE and Medical Single Use Plastic (mSUP) Waste Through Circular Economy Principles* (see <https://greenhealthcare.ca/ppe-msup/>), and aims to demonstrate that hospital-generated PPE and mSUP materials can be successfully managed by applying the preferred principles of a circular economy (CE): redesign, reduce, reuse, and re-purpose as much as possible. Recycling options would be applied once the preferred CE practices have been optimized, and before the materials are disposed of as waste.

The successful candidate will aid us in accomplishing deliverables for the project, and will work with the project leads to play a key role in coordinating our outreach to French Canadian stakeholders. Candidates should have their own current laptops equipped with MS Office.

Tasks include:

- Surveying Quebec and other French-speaking hospitals on their PPE use, mSUP use, and CE initiatives.
- Surveying and interviewing Quebec and other French-speaking companies on their role in PPE and mSUP production, distribution and reuse and disposal.
- Identifying key PPE and mSUP CE initiatives in Quebec, and the companies doing this work.
- Undertaking interviews of key stakeholders involved with health care related CE.
- Participating in team meetings.
- Delivering project webinars.
- Identifying key champions in the Quebec health care sector, and obtaining testimonials.
- Assist in developing short videos of project champions.
- Translating project materials from English to French and French to English.
- Collaborate with other Coalition team members on other projects as required.

To qualify for this job, the applicants must be:

1. Post-secondary graduate from a Canadian province or a high school graduate from the Territories.
2. 30 years of age or younger
3. Canadian citizen, permanent resident or a person who has been granted refugee status in Canada
4. Unemployed, underemployed or holding part-time employment, or a recent graduate
5. Enrolled in the EcoCanada program: <https://www.eco.ca/>

Applicant skill-set:

- A degree or diploma related to fields such as Environmental Science or Studies, Marketing, Public Relations.
- Complete fluency in French and English (written and oral).
- Experience working in the health care sector is desirable.
- Passionate about environmental sustainability and working on solutions for the climate crisis.
- Experienced in conducting video presentations and interviews.
- Experience translating technical documents from English to French and vice versa
- Expertise with Microsoft Office and Google Suite (Sheets, Docs, Slides, Forms).
- Familiarity with design tools such as Canva, Adobe Illustrator, InDesign, or Photoshop is a valuable asset.
- Ability to move development forward with high-level guidance and minimal supervision.
- Proven ability to work independently and collaboratively as part of a team.

- Demonstrated ability to effectively manage multiple deadlines.
- Effective time management skills to return work within prescribed cycles.
- An active listener, be adaptive and be open to constructive feedback under the mentorship of the project leads.

How to apply:

Please send resume and cover letter to: Krishna at krishna@greenhealthcare.ca

Subject line: Bilingual (French/English) Environmental Health Care Coordinator

Aboriginal applicants, applicants with disabilities, members of visible minorities and students who are new immigrants/refugees are encouraged to apply.

We thank all applicants for their interest but we will only be able to respond to those who are invited for an interview.