



JOB POSTING - Program Manager

Position: Program Manager

Type: Full time, contract

Wage: \$40-\$49/hr, 3% raise in year 2

Organisation: Canadian Coalition for Green Health Care (The Coalition)

Location: This is a virtual work opportunity

Application deadline: September 9th, 2024

Position Start Date: Early October 2024

Position End Date: October 2026

Organisation Overview:

The Canadian Coalition for Green Health Care is Canada's premier green health care resource network; a national voice and catalyst for environmental change. The Coalition supports the Canadian health care sector to integrate environmentally responsible practices into the delivery of health care. Our areas of focus include the Circular Economy, climate change resilience and mitigation, energy efficiency and conservation, waste reduction, safer chemicals, environmentally preferable purchasing, low carbon transportation, healthy and sustainable food, and green leadership. www.greenhealthcare.ca

Position Overview:

This position will be working with the Coalition team in the development and facilitation of a hospital board sustainable investment campaign. They will manage the daily operations of this work and will support the project team members in board member engagement, educational material development, and data collection.

Key job responsibilities:

- Manage the daily operations, timelines, and scheduling for a national sustainable investment campaign
- Facilitate meetings and presentations
- Coordinate cross-project activities with multiple partners
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management strategies
- Prepare reports for management, project partners, and funders
- Coordinate a national community of practice
- Manage program communications including guidebook/toolkit design, social media, and collaboration with partners on communication activities
- Collect performance and financial data to inform landscape review

Qualifications:

- Fluent in French and English
- Master's degree in fields related to Business, Commerce, Finance or Environment with a focus on corporate social responsibility, ESG or another sustainability-related discipline; or relevant experience
- PMP qualification or proven experience managing projects or other managerial position



- Minimum of five years of related experience
- Experience in sustainability, and coordination and implementation of sustainability initiatives is preferred
- Excellent knowledge of Microsoft Office programs
- Ability to effectively manage communications, timelines, and scheduling for multi-stakeholder project
- Excellent communication skills with experience using tools such as Canva

Assets

- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation and change management principles
- Demonstrated interest and/or understanding of environmental issues, corporate sustainability best practices and/or divestment practices
- Experience working with senior leadership
- Demonstrated ability to carry projects and initiatives to completion while working successfully with people at many organizational levels both in a team environment and independently.
- Outstanding leadership and organizational skills
- Excellent problem-solving ability

How to apply:

Please send resume and cover letter as one PDF document to Fiona Parascandalo at parascf@mcmaster.ca

Subject line: *Job Application – Program Manager*

The Canadian Coalition for Green Health Care is an equality opportunity employer. Aboriginal applicants, applicants with disabilities, and members of visible minorities are encouraged to apply.

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