



The Canadian Coalition
for Green Health Care
Coalition canadienne pour
un système de santé écologique

JOB POSTING – Project Associate, Communications and Community Engagement

Position: Project Associate – Communications and Community Engagement

Contract Period: 12-month term full-time position, with the possibility of extension based on future funding availability and project needs.

Compensation: Compensation up to \$64,814 annually based on experience and qualifications.

Location: Fully Remote, Anywhere in Canada with a preference for Yellowknife, NT

Position Start Date: As soon as possible, preferably by September 1st, 2026

Application deadline: July 31, 2026; Applications will be reviewed on a rolling basis

Organization Overview:

The Canadian Coalition for Green Health Care is Canada's leading network dedicated to advancing environmental sustainability in the health sector. Guided by our vision of a sustainable, resilient, and equitable health system for all, we mobilize change-makers, build capacity, and deliver practical tools and strategies that drive meaningful action. Through inclusive engagement, systems thinking, and collaboration across diverse partners, we provide a platform for sharing best practices, fostering innovation, and empowering health care organizations to reduce their environmental impact while strengthening climate resilience. www.greenhealthcare.ca

Position Overview:

The Project Associate will support the Project Managers by focusing on project coordination, communication, and stakeholder engagement for the successful delivery of two projects: 1) Decarbonization in Action Project (75%) and 2) Northern Healthcare No-Regret Solutions Initiative (25%).

The Project Associate will work closely with Vivian Shi, Senior Technical Project Manager, for the Decarbonization in Action project; and with Will Gagnon, Director of Implementation, for the Northern Healthcare No-Regret Solutions Initiative.

The Decarbonization in Action project is made possible by the Peter Gilgan Foundation. The project aims to support hospitals in reducing greenhouse gas (GHG) emissions across their operations, with a focus on clinical activities. The project includes three components: 1) Offer technical and engineering support for accelerated implementation of emissions reduction initiatives; 2) Create communications resources for impact amplification; and 3) Establish and grow peer-learning networks for sharing knowledge and co-creating solutions. The Project Associate will play a key role in interfacing with the participating cohort of hospitals across Ontario and in ensuring timely,

effective, and professional communications with project stakeholders.

The Northern Healthcare No-Regret Solutions Initiative is supported by the Government of the Northwest Territories' Waste Reduction and Recycling Initiative. The project will engage with frontline staff to identify unnecessary, wasteful practices in hospitals and clinics, assess feasible alternatives, and support implementation of selected changes that reduce or divert waste whilst maintaining patient safety and quality of care. The Project Associate will coordinate campaign launch, staff engagement and education, and implementation support in collaboration with the Canadian Coalition for Green Health Care, the Northwest Territories Medical Association and the Northwest Territories Health and Social Services Authority.

Key Job Responsibilities

Decarbonization in Action Project (75%)

Core scope:

- Maintain project documentation and support project metrics tracking.
- Provide meeting facilitation support (e.g. agenda setting, note-taking, etc.) for meetings with external project stakeholders and subject-matter experts.
- Coordinate communications and collaboration with project stakeholders and partners.
- Support and maintain relationships with project stakeholders, including through platforms such as LinkedIn.
- Support and coordinate social media campaigns to promote project outputs.
- Support the preparation of project reporting and wrap-up materials, including funder updates, slide decks and interim/final reports.

Depending on candidate experience and project needs, there may be opportunities to contribute to:

- Contribute towards the development of knowledge translation and project promotional materials, including case studies, social media posts, newsletter segments, and articles.
- Contribute towards technical research and toolkit development, such as benchmarking of hospital sustainability action plans, carbon footprinting of products and processes, frameworks for cost-benefit analysis and business case development, and stakeholder engagement resources.
- Contribute to the project impact evaluation framework by facilitating survey design, distribution and feedback analysis.
- Support planning, promotion, and hosting of webinars and stakeholder meetings.

Northern Healthcare No-Regret Solutions Initiative (25%)

- Plan and launch the hospital-wide campaign. Collect and organize frontline submissions, including ideas, photos, and examples of unnecessary waste.
- Conduct short, structured interviews with staff to better understand wasteful practices and potential solutions.
- Analyze submissions and interview findings to identify common themes and high-potential opportunities.

- Work with clinical, operational, procurement, infection prevention and control, engineering, and other technical experts to assess opportunities based on safety, feasibility, cost, environmental impact, and scalability.
- Support the implementation of 2 to 3 high-impact solutions. Contribute to the development of implementation plans, education materials, visual guidance, and monitoring approaches for selected pilots.
- Coordinate pilot implementation, support staff education, troubleshoot barriers, and gather feedback.

Desired skills and experiences:

- Knowledge of environmental sustainability issues in health care; a background in health care, climate mitigation, and/or organizational sustainability programs is preferred.
- Experience in synthesizing complex information into clear and engaging communication resources for various audiences.
- Experience in social media campaigns and content creation using tools such as Canva.
- Experience with carbon accounting, life cycle assessment, waste auditing and management, and sustainability policies and frameworks is a strong asset.
- Professional communication skills, preferably with experience in communicating with health care professionals.
- Project coordination and management skills in the health care setting or other multi-stakeholder context are an asset.
- Proficiency with Google Drive applications and the Microsoft Office suite of programs (especially Excel and PowerPoint).
- Excellent written and oral proficiency in English; bilingualism is an asset.
- Well-organized with well-developed time management skills.
- Be able to work well independently and within a virtual team.
- Have access to a home office or other work station with a computer, a reliable phone, and Wi-Fi connection.

Please note that all applicants must be legally authorized to work in Canada without employer sponsorship.

How to apply:

Please send resume and cover letter as one PDF document to Vivian Shi at

vivian@greenhealthcare.ca

Subject line: *Job Application – Project Associate, Communications and Community Engagement*

The Canadian Coalition for Green Health Care is an equal opportunity employer. Indigenous applicants, applicants with disabilities, members of visible minorities, and recent graduates are encouraged to apply. Accommodation will be provided throughout the recruitment process in accordance with applicable human rights legislation.

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