



JOB POSTING – Project Coordinator, Heat Health

Position: Project Coordinator, Heat Health

Type: Full-time employment position (35 hours/week)

Salary: \$50,000 – \$55,000 (commensurate with experience)

Location: Remote/virtual anywhere in Canada

Approx. Position Start Date: August 17, 2026

Position End Date: July 31, 2027

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 Coordinator position will contribute to the Coalition's project, [*Low-Carbon Heat-Health Solutions in Care Settings*](#) (or the "Heat Health" project), a multi-year, national initiative that explores how indoor heat affects the health and how we can adapt care environments to be more resilient to extreme heat events. The project is funded by Health Canada and is delivered at project sites in the following cities: Vancouver, British Columbia; Halifax, Nova Scotia; and Hamilton and Ottawa in Ontario. The role will strengthen the coordination, reach, and impact of the Heat Health project's knowledge translation and stakeholder engagement activities, and help translate project findings into practical insights that can support action on extreme heat in care settings.

Key job responsibilities:

- Coordinate the Heat Health project's knowledge translation strategy, including overseeing contractor deliverables, coordinating feedback from internal and external stakeholders, creating knowledge translation assets, etc.

- Coordinate Heat Health communications, including updating project webpages, creating content for newsletters and social media posts, promoting knowledge translation assets, etc.
- Assist with stakeholder mapping, outreach, and relationship management, including identifying potential partners, tracking engagement activities, and supporting ongoing communications.
- Lead planning of public webinars and quarterly meetings of the project's National Advisory Committee.
- Provide event coordination support for community workshops and scenario-planning sessions.
- Provide project administrative support to the Heat Health team, including but not limited to preparing agendas for check-ins, taking meeting minutes, managing Heat Health project folders and files, etc.
- As required, support with tracking key performance indicators for the project and preparing funder reports.
- As required, support other tasks and emerging project priorities.

Applicants should:

- Have a Bachelor's degree or higher in a relevant field, or an equivalent combination of education, professional experience, community knowledge, and lived experience;
- Have an interest in/knowledge of environmental sustainability issues in health care. Specific experience with climate adaptation and health care, including resilience-building to extreme heat, is an asset;
- Have excellent written and oral proficiency in English. French language proficiency is considered an asset;
- Have strong written and verbal communication skills;
- Be highly proficient with Google Drive applications, the Microsoft Office suite of programs and design applications (e.g., Canva);
- Be comfortable and confident communicating with health care professionals and other external stakeholders;
- Be well-organized with well-developed time management and project management skills;
- Be able to work well independently and within a virtual team; and
- Have access to a home office or other work station with a computer and reliable phone and Wi-Fi connection.

How to apply:

Please send a resume and cover letter as one PDF document to Deveney Bazinet at deveney@greenhealthcare.ca with the subject line: *Job Application – Project Coordinator, Heat Health.*

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.