



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

## **JOB POSTING – Project Assistant, Communications and Community Engagement**

**Position:** Project Assistant – Communications and Community Engagement

**Compensation:** The starting salary for this role is **\$40,000/year** based on a 35-hour work week. Subject to the availability of additional project funding, there may be opportunities for salary increases during the contract term, up to a maximum of \$60,000/year.

This position may be offered between 0.8 and 1.0 FTE (approx. 30 to 35 hours/week), depending on the successful candidate's availability and project needs. The above salary would be prorated for those working fewer than 35 hours per week.

**Location:** Fully Remote, Anywhere in Canada

**Reports to:** Vivian Shi, Senior Technical Project Manager, Healthcare Decarbonization

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

**Contract Period:** Fixed Term to May 31, 2029

**Application deadline:** July 31, 2026

### **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](http://www.greenhealthcare.ca)

### **Position Overview:**

The Project Assistant will support the Project Manager by focusing on project coordination, communication, and stakeholder engagement for the successful delivery of the Decarbonization in Action project.

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 Assistant 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.

## Key Job Responsibilities

### 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.

### Additional scope for candidates with relevant experience:

- 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.

### 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, and sustainability policies and frameworks is a strong asset.
- Professional communication skills, preferably with experience in communicating with health care professionals
- 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](mailto:vivian@greenhealthcare.ca)

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