



*Health Out Loud (HOL) is a socially motivated grassroots movement that was founded as a student group in 2010, expanded into a non-profit organization in 2014, and became a CRA-registered charity in 2015. Through our community, high school and university programs that make health fun, relatable and understandable, we meet participant-identified health priorities for over 2000 participants. Not only do we have a huge track-record of success with innovating health, we also have a close-knit family of supportive friends and mentors. By joining our team, you will be a valued member of HOL; you will not only complete meaningful tasks, but you will also have the opportunity to transform your own ideas into real projects and shape HOL's long-term vision.*

**JOB TITLE: Director of Accounting**

**REPORT TO:** Managing Director

**# OF VACANT POSITION(S):** 2

**TIME COMMITMENT:** 5-6 hours/week

**BENEFITS:**

- An energetic, fun, and driven team culture where you get to work with amazing and like-minded people
- One-on-one mentorship, plus continuous opportunities to provide feedback and shape your personal Health Out Loud journey
- A safe atmosphere that is inclusive, handles mistakes constructively, and encourages learning
- Working in a flat organizational structure with reduced red-tape
- There will be opportunity to expand the responsibilities of this position, including creating a project from start to finish
- Leadership, project management and standardized accounting procedures training organized by Health Out Loud
- An opportunity to use your skills and interests to engage community members in learning
- Real-life leadership experience in teaching and public health
- A chance to be part of a diverse Toronto community
- Expand and build a strong network of people from nearly every field, and at various stages of life
- An opportunity to meet Health Out Loud's professional advisors, including professors, working professionals and community leaders
- A potential platform from which to explore your own initiatives and entrepreneurial ideas
- An opportunity to learn more about the non-profit sector and to increase network ties in this domain
- A testing ground for improvement of teaching, public speaking skills and program development skills
- Gain in-depth experience in a leadership role, leading a large-scale public health movement that currently reaches 2000+ people across Canada
- Strong project management experience including in the brainstorming, task delegation, implementation and feedback phases
- Experience in diverse finance-related tasks including accounting, grant writing and fundraising

**RESPONSIBILITIES:**

- Supervise, mentor and provide support to all finance sub-committee members including the accountants, grant writers and fundraising coordinators.
- Take on administrative duties for the finance sub-committee, including preparing agendas, minutes and to-do lists for committee members
- Creating and fostering adherence for short and long-term goals, in order to continuously improve the finance sub-committee.
- Plan training sessions for sub-committee members, which may involve external professionals
- Ensuring Health Out Loud is abiding by the CRA's policies for registered charities



- Ensure Health Out Loud's mission and values are communicated all the way from the top down within the organization and that they are followed at all times
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements
- Attend biweekly core-team and sub-committee meetings
- Assist with sub-committee members' tasks as necessary
- Mentor and provide routine feedback to placement students in various fields, including accounting, economics and finance

**QUALIFICATIONS:**

- Leadership experience in the non-profit sector, other organizations or student groups
- Proficient knowledge in Microsoft Office Suite (Excel, PowerPoint, Word)
- Strong interpersonal and organizational skills
- Excellent judgment and problem solving skills including the capacity to assess situations, draw appropriate conclusions and make sound decisions
- Management experience, as well as the ability to influence and motivate others while maintaining an overall commitment to excellence
- Experience with administrative duties including scheduling meetings, composing minutes and project management/task delegation is an asset
- Experience and education in accounting, business or a finance-related field is an asset
- Experience in planning training sessions is an asset
- Experience with Basecamp or another management system is an asset
- Experience with professional accounting software such as QuickBooks and Simply accounting is an asset

*We're always interested in taking in creative, open-minded, and energetic people who can help us empower our community. We have built a wonderful team of people and a great place to work, too!*

*If you are interested in this position, please visit <http://healthoutloud.org/get-involved-2/join-hol/> and fill out the application online.*

*If we are not recruiting at the moment, please direct your interest to [info@healthoutloud.org](mailto:info@healthoutloud.org)*