



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 Community

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, program planning and behavior management 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
- Expand and build a strong network of people from nearly every field, and at various stages of life
- A chance to be part of a diverse Toronto community
- 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

RESPONSIBILITIES:

- Oversee Health Out Loud's portfolio of community programs, including the maintenance of existing programs and expansion of new programs
- Supervise, mentor and train a team of three community program instructors in order to:
 - Coordinate meetings with community partners to identify health and health literacy priorities
 - Develop, plan and implement health and health literacy projects alongside community members within a community assets-based/co-production style approach
 - Help connect community partners to Health Out Loud resources and to external contacts who may act as special guests
 - Write and disseminate information packages as needed
 - Prepare meeting notes, program summaries and evaluation materials
 - Liaise with the Finance Team to ensure funding for community programs is secured
- 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
- Organize skill-based training for community program instructors
- Address escalated customer service feedback, as well as ensure that feedback is continuously implemented
- Attend bi-weekly core-team and sub-committee meetings
- Mentor and provide routine feedback to placement students in various fields, including social service work, early childhood education and health studies

QUALIFICATIONS:

- Experience working with special populations, such as young mothers, youth or newcomers is an asset
- Leadership experience in the non-profit sector, other organizations or student groups
- Program planning experience is an asset
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- Strong organizational and interpersonal skills
- Flexibility and adaptability in an environment with shifting priorities and deadlines
- Ability to work in both a team-oriented and independent manner simultaneously
- Strong oral and written communication skills
- Proven ability to build and leverage social network
- Facilitation, teaching or workshop leadership skills 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