



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: Managing Director

OF VACANT POSITION(S): 1

TIME COMMITMENT: 10 hours/week

BENEFITS:

- An energetic, fun, and driven team culture where you get to work with amazing and like-minded people
- 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
- This includes creating and overseeing new and bigger projects, expansions and renovations, managing a growing number of members as well as planning more upscale and larger events for new and exciting clients
- 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
- Development of leadership and mentorship abilities through overseeing a team of 40+ executives
- Strong financial planning experience by overseeing a multi-thousand dollar budget
- Strong program planning experience by overseeing a portfolio of 10 high school, university and community programs
- Strong project management experience including in the brainstorming, task delegation, implementation and feedback phases

RESPONSIBILITIES:

- Oversee the five sub-committee teams and six executive assistants in order to ensure that tasks are being completed, there is consistency among sub-committees and that a strong team environment is maintained
- Mentor sub-committee directors by providing continuous oral and written feedback
- Organize and provide training sessions to train a team of 40+ executives in general and role-specific skills
- 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



- Routinely attend networking events to promote and expand Health Out Loud's network, including for the professional advisor and guest instructor positions
- Provide direction to the managing team by developing short and long term budgets and goals, which are presented for approval by the Board of Directors
- Actively anticipate and mitigate all aspects of risk, including through human resources planning and management
- Oversee Health Out Loud's portfolio of community, high school and university programs to ensure they follow a community-based model and the organization's constitution
- Organize and lead bi-weekly core-team meetings, including through the creation of agendas, PowerPoint presentations and other meeting documents
- Maintain structured opportunities for staff, volunteers and participants to provide feedback
- Continuously provide feedback to ensure a high-quality experience for staff, volunteers and participants and ensure performance goals are met
- Assist with sub-committee duties as required
- Mentor and provide routine feedback to placement students in various fields, including nonprofit management, social service work, web development, graphic design, early childhood education and health studies

QUALIFICATIONS:

- Minimum of two years of previous Health Out Loud leadership experience
- Formal education in a health-related field or in the non-profit sector
- Leadership experience in the non-profit sector, other organizations or student groups
- Advanced proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and proficient in Basecamp management system
- Excellent oral and written communication skills
- Exceptional organizational, time-management, and interpersonal skills
- Ability to oversee multiple tasks and ensure each task is executed with proficiency and accuracy
- 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
- Administrative experience in scheduling meetings, composing minutes and project management/task delegation is an asset
- Experience with safety and risk management

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