



*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: Program Developer**

**REPORT TO:** Director of Programs (Community or Educational)

**TIME COMMITMENT:** 14-22 hours/week

**This position is ideal for students who are:**

- Pursuing a diploma/degree in social service work
- Pursuing a diploma/degree in early childhood education
- Pursuing a diploma/degree in child and youth care
- Pursuing a career in teaching, recreation or community-based projects

**BENEFITS:**

- An energetic, fun, and driven team culture where you get to work with amazing and like-minded people
- One-on-one mentorship with a director of programs, 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 to explore your own initiatives and entrepreneurial ideas
- 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
- 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
- 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 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
- Experience in developing community programs including at high schools, universities and an array of community partners
- Experience in developing standardized protocols and considering multiple perspectives at once
- Flexibility for students to meet placement requirements, including hours per term, providing personal days and exempted work days to accommodate approved unmovable commitments
- Using a model where participants are equal partners throughout process, we are continuously mindful of power dynamics and strive to truly be an anti-oppressive space



## **RESPONSIBILITIES:**

- Outreach to university students and key informants of the community to establish new programs
- Work closely with Ryerson University, York University, and/or the University of Toronto (St. George, Scarborough and Mississauga campus) to identify health priorities, develop annual goals, gather funding and provide skill-based support
- Under the supervision of a director of programs, assist in overseeing Health Out Loud's portfolio of community programs, including the maintenance of existing programs
- Under the supervision of a director of programs, assist in developing, planning, and implementing health and health literacy projects alongside community members within a community assets-based/co-production style approach
- Practice creating program summaries and contributing to meeting preparation such as supplementary notes and minutes
- Present updates on your assigned program and feedback from the perspectives of Health Out Loud staff, participants and your assigned community partner
- Help connect community partners to Health Out Loud resources and to external contacts who may act as special guests
- Ensure Health Out Loud's mission and values are consistently emphasized and implemented throughout the entire organization, top-down
- Organize skill-based training for community program instructors
- Address customer service feedback from our partners and participants, create a follow-up action plan for the feedback, and ensure that the action plan is implemented
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements
- Attend bi-weekly sub-committee meetings
- Must keep a detailed log of placement hours and responsibilities

\* These responsibilities will be completed under the mentorship and supervision of a professional mentor. Students will be given more autonomy according to their comfort level and performance. We encourage all of our students to take on leadership roles, pitch ideas, and pursue personal projects.

## **QUALIFICATIONS:**

- Leadership experience in the non-profit sector, other organizations or student groups
- Proficient knowledge in Microsoft Office Suite (Excel, PowerPoint, Word)
- 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
- Willingness to listen and apply constructive approaches in a team setting
- Excellent judgment and problem solving skills including the capacity to assess situations, draw appropriate conclusions and make sound decisions
- Experience working with special populations, such as young mothers, youth or newcomers is an asset
- Program planning experience is an asset
- Facilitation, teaching or workshop leadership skills 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)*