



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: University Coordinator

REPORT TO: Director of Education

OF VACANT POSITION(S): 2

TIME COMMITMENT: 4-5 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
- 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
- Experience leading a large-scale public health movement that currently reaches 2000+ people across Canada
- Development of leadership and mentorship abilities through providing support for three university program teams
- Strong project management experience including in the brainstorming, task delegation, implementation and feedback phases
- Experience in developing university programs and building movements
- Experience in developing standardized protocols and considering multiple perspectives at once

RESPONSIBILITIES:

- Reach out to university students to establish new university programs
- Work closely with Ryerson University, York University, and/or University of Toronto (St. George and Mississauga campus) to identify health priorities, develop annual goals, gather funding and provide skill-based support
- Provide routine updates regarding university programs to the programs sub-committee and managing team



- Organize and attend regular meetings with university program executives
- Create and continually improve standardized guidelines and resources for university programs
- Organize organization-wide initiatives that include all of HOL's chapters including scholarship programs, and socials
- Attend biweekly sub-committee meetings
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements

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
- 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
- Facilitation, teaching or workshop leadership skills is an asset
- Experience conducting interviews and recruiting members for executive teams an asset
- Experience with administrative duties including scheduling meetings, composing minutes and project management/task delegation 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