



## Employment Opportunity

### Policy and Programs Coordinator

**Employment:** Contract position (one year with the possibility of an extension) starting in August, 2024  
**Hours:** Approximately 28 hours/week, 4 days/week  
**Location:** Virtual (with in-person meetings in the Lower Mainland)  
**Wage Range:** \$55,000 - \$60,000 annually with extended health benefits

### About the BC Alliance for Healthy Living Society (BCAHL)

The BC Alliance for Healthy Living is a registered not for profit society that promotes healthy living to prevent chronic disease by mobilizing leading health organizations to collaborate on health policy and programs. The BC Alliance for Healthy Living is an alliance in the truest sense – the leaders of some of the province’s largest and most influential health organizations make up the representatives that govern BCAHL and determine strategic priorities and directions.

BCAHL advances healthy public policies, programs and environments that support the physical and mental well-being of British Columbians. As a health promotion group, we work with government on our shared health goals and advocate for policies that promote wellness and prevent chronic disease.

Since 2015, BCAHL has worked alongside the Ministry of Health to support the [B.C. Physical Activity Strategy: Active People, Active Places](#). As part of this work, BCAHL convenes and provides operational support to the Physical Activity for Health Collaborative (PAHC) which is comprised of leaders in physical activity from sport, recreation, health and academia. On behalf of PAHC, BCAHL developed and hosts the [EverybodyMoves Resource Hub](#) and has engaged stakeholders from across BC to learn what is needed to create more inclusive physical activity programs and facilities to get more people moving.

To learn more about BCAHL please visit [www.bchealthyliving.ca](http://www.bchealthyliving.ca)

### Position Overview:

BCAHL is looking for a dynamic individual with a passion for health and wellness who is an organized self-starter to support our policy and advocacy work and knowledge exchange/translation activities.

The coordinator will work closely with the Executive Director to support the development and implementation of advocacy strategies and communications to advance healthy public policy. The coordinator will also work alongside BCAHL’s Managers of Physical Activity and Communications to promote knowledge exchange among Active Communities grant recipients, so that the communities can learn from each other as well as knowledge exchange to promote best practices in healthy living programs and policy. The successful applicant will have a strong aptitude for communications with exceptional writing and solid research skills.

We are a small, busy and multi-tasking staff team who work remotely. It is essential that the candidate is able to work virtually from their own office and is comfortable working independently but can meet in-person on a regular basis in the Vancouver area. We are looking for a team member who is a self-starter but able to take direction and collaborate

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## Program Manager

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with others. Flexibility is necessary to manage multiple priorities and respond to emerging issues and a sense of humour is essential.

### **Required skills and knowledge**

- A university degree or equivalent in public health or social sciences.
- Knowledge of the principles of health promotion, chronic disease prevention and health equity.
- A solid understanding of government relations, political cycles and a keen interest in policy.
- Skilled in analyzing, reviewing, and summarizing complex information concisely.
- Familiarity developing communications to engage a target audience with clear and succinct writing and engaging presentations.
- Ability to conduct and use research as well as collect metrics and utilize analytics to measure the success of initiatives or projects.
- Experience facilitating knowledge exchange sessions or creating knowledge translation products.
- At least 2 years in a professional position – with experience working on a project or program, maintaining effective relationships with community partners, ensuring project milestones are met, tracking key deliverables, reporting on progress and associated administrative functions.
- Confidence in speaking and presentation and adept interpersonal skills. Tact and good judgment required.
- Demonstrated ability to show initiative and ingenuity.

The following skills would be considered additional assets in this role:

- Experience working with multi-agency and or/ multi-sectoral coalitions on collective action initiatives.
- Government relations experience.

### **Compensation**

Salary is negotiable within the range based on experience. Benefits include extended health and paid sick and vacation days plus time off when the office is closed during winter break – December 24 to January 1.

### **Application Information:**

Interested candidates should submit a resume and cover letter outlining their relevant experience and interest in the position to BC Alliance for Healthy Living Society by email to: [info@bchealthyliving.ca](mailto:info@bchealthyliving.ca)

**Application deadline is Sunday, July 21, 2024.** Only candidates selected for further consideration will be contacted. We thank all applicants for their interest.

BCAHL values diversity and believes our communities are healthier when everyone is included and given the opportunity to thrive. We welcome anyone with the requisite qualifications to apply.