



The Pulmonary Hypertension Association of Canada (PHA Canada) is seeking an energetic and conscientious team player with a passion for helping people for the permanent, full-time position of **Support & Education Programs Coordinator**. The ideal candidate will possess enthusiasm for our mission, superior interpersonal skills, and the ability to communicate complex information to diverse audiences. A key player on our small team, this role requires the ability to work collaboratively with others over distance, manage competing priorities, and adapt to a fast-paced, nonprofit work environment.

Pulmonary hypertension (PH) is a serious and progressive disease affecting the arteries of the lungs that can lead to right-heart failure. PHA Canada exists to empower the pulmonary hypertension community through support, education, advocacy, awareness, and research. In collaboration with all Canadians affected by pulmonary hypertension—including those living with PH, their loved ones, and health care providers—we aim to improve the lives of patients and caregivers and increase the visibility of PH in Canada. Established in 2008, PHA Canada is a federally registered charity based in Vancouver, BC; we have been accredited by the Imagine Canada Standards Program since 2015.

Working under the supervision of the Strategic Initiatives Manager, the Support & Education Program Coordinator will be responsible for leading initiatives aimed at building the knowledge and capacity of the PH community to live well with PH. This includes working with community members, volunteers, and partners to plan, develop, and implement programming initiatives available both online and in-person.

Primary Responsibilities:

- Works collaboratively with the staff team to develop an annual work plan to execute strategic priorities established by the Board of Directors
- Coordinates virtual and in-person events/activities that build the capacity of patients and caregivers to successfully manage the effects of living with PH and create meaningful connections between members of the PH community (i.e. conferences, webinars, meet-ups, etc.)
- Develops digital and print resources for patients, caregivers, and medical providers; contributes to the development of outreach and marketing materials
- Assists in supervising volunteers and summer students/interns; acts as staff liaison to select program committees and community event organizers
- Provides leadership and support to volunteers and community members to participate in PHA Canada programs and to raise awareness of issues important to the PH community
- Promotes awareness of PH among health care providers and at-risk patient populations through community outreach and partnership development
- Tracks data and analytics related to key performance indicators and provides monthly reports
- Assists in supporting community fundraising activities as required
- Collaborates with the staff team on volunteer and donor recognition as required
- Assists with administrative tasks (i.e. liaising with vendors) as required

Qualifications & Experience:

- Degree in social work/services, adult education, or a related field or a minimum of two years relevant work experience (or an equivalent combination of education and experience)
- Experience in the nonprofit sector strongly preferred; experience in the health sector is an asset
- Excellent verbal and written communication skills with a strong preference for a working knowledge of French; additional languages are also an asset
- Experience with research; ability to analyze and organize complex information



- Ability to connect and build relationships with people from diverse backgrounds
- Experience providing leadership to collaborative working groups
- Experience in program/project management strongly preferred
- Experience in community outreach, volunteer management, and event planning are assets
- Ability to work both independently and as part of a team
- Proficient computer skills – Microsoft Office, online surveys, videoconferencing, etc.
- Willingness to travel across Canada to attend events, meetings, etc. (when permitted)

Compensation & Hours:

This is a full-time remote-work position of 30 hours per week. It pays \$23.00 per hour plus benefits and two weeks of vacation. The salary is non-negotiable. PHA Canada strives to provide a flexible and enriching work environment that provides opportunities for both professional development and work/life balance. This position will be permitted a flexible work schedule; however, some additional evening/weekend hours may be required during special events/projects.

How to Apply:

Applications are being accepted through Indeed: <https://ca.indeed.com/job/support-education-programs-coordinator-110941d5d0c074cc>

PHA Canada is an equal opportunity employer. Applications from members of visible and invisible minority communities are encouraged. Special consideration will be given to applications received from self-identified persons with disabilities/chronic illness.

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS

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