



## Job Description – PPHL Coordinator

### 1. Job Identification

Position Title: Partners in Planning for Healthy Living (PPHL) Coordinator

Commitment: One day per week (0.2 FTE)

Term: One year term, to be revisited after PPHL Annual General Meeting and strategic planning (May 31st of each year) **I completed three years in the position**

#### Job Summary:

- Coordination support for PPHL
- Reporting to the Chair of PPHL
- This position will be responsible for coordinating activities and initiatives that further the mandate and framework of PPHL

### 2. Key Responsibilities

- Ensure that PPHL workplan is complete and current (in consultation with the Coordinating Committee) **I updated this for each CC meeting (including dates, timelines and action items)**
- Ensure that YHS and ARFS Working Group (WG) workplans are updated (in consultation with WG chairs) **This was mostly done by the existing chairs for these groups although I was in communication with them frequently**
- Provide support to the WG chairs as needed or requested **I often acted as a coordinator/liason between chairs and the CC, including relaying updates, materials, etc.**
- Support the activities of the Coordinating Committee as outlined in the PPHL workplan including coordinating existing Risk Factor Surveillance activities as well as furthering Knowledge Exchange and Evaluation activities
- Search for both short and long term funding opportunities for PPHL and submit funding requests where appropriate **I was involved in searching for funding opportunities as well as submitting proposals for ARFS (which I am a member of)**
- Assist the PPHL Chair in building new and maintaining existing relationships with the healthy living community in order to further the work of PPHL **I completed a yearly phone call to each partner organization to touch base and ensure that we have the correct member contact, etc.**

### 3. Participation

- Coordinator will attend and participate in all Coordinating Committee and Membership Group meetings I attended all of these
- Coordinator will attend Working Group meetings as needed or as requested by the WG Chairs I attended many meetings for the various groups with the exception of DARP (which has specific membership requirements)

### 4. Requirements

- Experience with planning and writing research protocols and proposals Required
- Experience conducting literature reviews including performing advanced searches on PubMed, SCOPUS, Cinhal and other electronic databases Although useful, I wouldn't say this was needed for this role.
- Excellent interpersonal, written (including reports and proposals), and verbal communication skills Required
- Ability to work both independently and within a team environment, able to follow detailed protocols and meet required deadlines
- Time management and organizational skills Required
- Exemplary communication skills with a strong ability to exchange knowledge and share information

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