

OCDPA Administrator Job Description

The Ontario Chronic Disease Prevention Alliance (OCDPA) is seeking a part-time consultant to act as OCDPA Administrator for the 2017-2018 fiscal year (with the opportunity to extend).

The OCDPA was officially formed in February 2003 to address the urgent need for integrated action and collaboration on the issue of chronic disease prevention. Since its formation, the OCDPA has provided overviews on the determinants and risk factors for chronic disease development, addressed the economic cost of chronic disease in Canada, and identified the priorities of action in chronic disease prevention. Currently, the OCDPA includes representation from over 20 health-orientated organizations. For more information, visit www.ocdpa.ca

Timelines: April 1, 2017 – March 31, 2018 (with the opportunity to extend)

Responsibilities:

- Organize all partners meetings (approx 6/year) and partner/member meetings (approx 6/year) including all administrative tasks (setting the date, booking the venue, setting the agenda in consultation with the Chair, taking minutes, setting up any telephone or online platforms, communications)
- Manage all communications with the OCDPA membership and external inquiries
- Maintain the OCDPA social media (currently Twitter only)
- Maintain the www.ocdpa.ca website
- Provide additional administrative support to working groups (as needed and depending on demand)
- Support the execution of OCDPA initiatives, including events, reports, webinars, and position papers
- Manage memberships, including the annual renewal of memberships and new member applications
- Produce and maintain official documents including updated membership lists and information
- Manage copyright requests for OCDPA materials
- Organize the bi-annual Chair-Elect election
- Manage students and volunteers (as needed)
- Support the Chair in managing and reporting on budget on behalf of the Alliance*
- Support the development of an annual budget with the Chair, Chair-elect, and Partners

*The Chair organization will be responsible for the day-to-day management of financials, including deposits, invoicing and payments, account reconciliations, monitoring cash flow, maintaining financial records, and annual reporting on the financials or as requested by the Partners. These items are not the responsibility of the OCDPA Administrator.

Skills/Experience:

- Minimum of 5 years working in an administrative role with a not-for-profit, preferably with experience in health promotion
- Strong awareness of Ontario-specific policy and legislation related to chronic disease prevention
- Ability to manage a website (add, change, remove content, etc) and social media accounts
- Strong awareness of health promotion practices through social media
- Strong technical/computer skills, including use of MS Office, webinar software (such as Adobe Connect)
- Strong communication and organizational skills
- Ability to run/attend monthly or bi-monthly meetings located in Toronto (virtual attendance a possibility)
- Financial management experience
- French an asset

Job type: Contract, Part-Time (approximately 10 – 20 hours a week) **Salary Range:** \$25,000 - \$30,000/year

Application Process: All interested applicants are encouraged to send a resume, cover letter, and two letters of support to ocdpa@on.lung.ca no later than **Friday, February 10, 2017**.

Please note: Only those candidates selected for an interview will be contacted. The OCDPA is committed to removing barriers and providing accommodation to all applicants. If contacted in relation to an employment opportunity, please advise of any accommodation which would enable you to be interviewed in a fair and equitable manner. The OCDPA is committed to actively seeking and attracting qualified individuals of diverse backgrounds while affirmatively addressing the historic under-representation of Aboriginal Peoples, people with disabilities, visible minorities, and women.