JOB POSTING
LEAVE THE PACK BEHIND
CAMPUS PROGRAM COORDINATOR

Position type: Casual Student (Contract)
Compensation: $13.00 per hour
Hours: 10 hours per week (September - April)
Contract duration: August 2016 to April 2017
Application deadline: March 3rd, 2016

Leave The Pack Behind (LTPB) is a comprehensive, age-tailored, tobacco control initiative for young adults in post-secondary campuses. LTPB integrates tobacco cessation, protection and prevention activities to promote smoking cessation among occasional and regular smokers and protect non-smokers from second-hand smoke.

The UTM Health & Counselling Centre is looking for a Campus Program Coordinator (CPC) to manage and administer the LTPB program on the UTM campus. The incumbent will be expected to:

- Provide training on the LTPB program to the team of student staff and volunteers;
- Manage human, physical and financial resources;
- Ensure all team members follow LTPB policies and procedures;
- Attend bi-weekly teleconferences and contribute to a province-wide team of CPCs
- Attend weekly team meetings
- Establish positive working relationships within the campus community including health professionals, student governments, senior administrators, campus media outlets, residence life staff, etc.;
- Sensitivity to and knowledge of tobacco use by priority groups, including Indigenous, LGBTQ, and francophone.
- Oversee the program operational budget;
- Maintain accountability to the LTPB Central Office by following all required documentation and communication protocols and assisting with program evaluation and research.

Qualifications:
- At least three years of post-secondary education
- Supervisory and leadership experience
- Superior organizational, administrative and project management skills
- Excellent communication and interpersonal skills
- Excellent time management skills
- Effective decision making and problem solving skills
- Ability to work independently and collaboratively as a team member
- Computer skills: Word, Excel, Internet & Email
- Previous experience as a Peer Health Educator an asset
Commitment:
- 10 hours per week from September to April.
- Prepare and staff activities at Exam Jam (Dec & April Study Break).
- Monthly Peer Health Education in-service trainings/meetings.
- Additional preparatory meetings (as needed) in August for program launch.

Application Details

Application Deadline:  Thursday March 3rd at 4:00pm
Applicants Submit:  Cover Letter & Resume
Submit to:  Clerissa Albores
         Health Education Program Assistant
         UTM Health & Counselling Centre
         Davis Building, Room 1123A

For questions concerning this position or the application process, please contact Clerissa Albores at clerissa.albores@utoronto.ca. Additional information about the Leave The Pack Behind program is available via the UTM Health & Counselling Centre website.