



Resource Development Coordinator Contract

JOB SUMMARY

Are you creative and passionate about health promotion? Then we want you to join our team! Reporting to the Vice President of Health Promotion & Government Relations, the Resource Development Coordinator would work closely with the Health Promotion (HP) team to develop and update resources related to tobacco and vaping.

An important issue regarding lung health is smoking and vaping use. Saskatchewan has some of the highest usage rates in Canada. Through a multipronged approach including education, prevention, and cessation initiatives, Lung Saskatchewan will work towards reducing smoking and vaping rates. Two of our major projects in this area are: The Youth4Change program, and the “kNow” series.

The Youth4Change program is a community/youth-led advocacy and education initiative. The project targets youth and young adults to increase awareness and decrease the uptake of smoking and vaping rates among First Nations youth.

The “kNOw” series includes curricula-based resources, information guides on health effects and laws, videos, and classroom activities regarding tobacco and vaping. The scope of the “kNOw” series will include resources for kindergarten to grade three, grades four to six, seven to nine, and youth and young adult (ages 13 to 25).

RESPONSIBILITIES

- Assist in developing content for Youth4Change resources including manuals, workbooks, action templates for youth, and other project materials.
- Work with the Health Promotion team, as well as our support colleagues including a graphic artist and a marketing team.
- Assist in developing education and awareness materials for Youth4Change through media.
- Assist with developing kNOw series of curriculum-based resources.
- Consolidate archived kNOw Tobacco resources and update as necessary.
- Other duties as assigned.
- Adhere to all internal Lung Saskatchewan policies, procedures, and guidelines.

QUALIFICATIONS/EDUCATION/EXPERIENCE

- Minimum of 2+ years of post-secondary or training in a health, education, and/or research setting.
- Health promotion material development experience considered an asset.
- Research experience considered an asset.
- Experience in a health-related field.
- Proficiency in using Microsoft Office applications.

KNOWLEDGE, SKILLS & ATTRIBUTES

- Excellent oral and written communications skills.
- other languages considered an asset.
- Excellent analytical skills.
- Ability to meet deadlines.
- Knowledge of health promotion.
- Ability to work collaboratively within a team and independently with minimal supervision.
- Adaptable and flexible.
- Creative.
- Confident self-starter with strong propensity for organization ability to manage multiple priorities.

HOURS

- Casual position (~15-20 hours/week). Flexible hours and work remote options can be negotiated. Our office is located in Saskatoon, SK.

JOB TYPE

- This is a casual contract position; part-time for six months, or if preference, a full-time three-month position; both options with the possibility of extension.

START DATE

- Start date is flexible.

APPLICATION DEADLINE

Please submit cover letter, resume and salary expectations to Jennifer May, VP of Health Promotion & Government Relations via email at youth4change@lungsask.ca by midnight on March 20, 2022, with interviews the following week. We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

About Lung Saskatchewan

At Lung Saskatchewan we work hard every day to deliver our mission to improve lung health one breath at a time. Today, we fight for the 1 in 5 people in Canada affected by lung diseases such as asthma, chronic obstructive pulmonary disease, pulmonary fibrosis, lung cancer, and now COVID-19.

Thanks to our work, Saskatchewan has seen tremendous strides in lung health education, research, health promotion, and advocacy. It is through these four priorities we are able to offer best-in-class, timely, and relevant education opportunities to all of our stakeholders.

At Lung Saskatchewan we are committed to investing in lung health research happening in Saskatchewan, and we work to advance lung health priorities at the municipal, provincial, and federal level. Our programs and services focus on protecting lung health, preventing lung disease, and ensuring that the resources are available for people who need them.