



Active Living Coordinator

Co-ordinates initiatives to promote physical literacy and physical activity opportunities on PEI

Summary of Responsibilities:

- Increase recreation program leader capacity by coordinating training opportunities such as High Five, OCC Field Leader, and Falls Prevention workshops
- Collaborate with municipal recreation staff, partner organizations, and other physical activity organizations to increase the opportunities for Islanders to develop physical literacy and connect with nature
- Seek funding opportunities and strategic partnerships to further advance the organization's [Framework](#) objectives through new or enhanced projects
- Coordinate and monitor the outcomes of the go!PEI initiative, in collaboration with a steering committee
- Promote physical activity, healthy eating, physical literacy, and recreation spaces through the go!PEI brand by using various tools and activities with a particular emphasis on social media
- Maintain knowledge of sector trends
- Report and develop materials: written reports, promotion and communication products such as photos and videos, and other materials necessary for organization initiatives
- Assist partners with program delivery, including leading programs

Qualified candidates should possess:

- Bachelors of recreation, education, business, kinesiology or related health discipline; or a Diploma in Sport and Recreation or Marketing
- Strong interpersonal skills
- Strong verbal and written communication skills, especially social media and e-news
- Strong computer skills in website management, design programs, and spreadsheets
- Related experience an asset
- Experience in community development, public relations and marketing, event planning
- Knowledge of and belief in the importance of physical literacy
- Highly Motivated and an ability to work independently
- Strong organizational and time-management skills

Job Details:

- Full-Time contract position, 37.5 hours per week
- Work hours are M-F 8:30-5:00pm, however evening and weekend hours may be required
- Based out of the Recreation PEI office in Charlottetown, flexibility to partially work from home
- This position requires travel throughout PEI on occasion to collaborate with delivery partners. Access to transportation is an asset.
- Salary range \$40,000-\$43,000

Apply by June 11th, 2024 to info@recreationpei.ca

We accept written or video applications which provide an overview of your qualifications and relevant education.