



go!PEI Project Manager

Co-ordinates and guides the go!PEI Program to promote physical activity and healthy eating

Responsibilities:

- Collaborate with communities, municipal officials, and partner organizations to increase the opportunities for citizens and to increase their level of physical activity and to improve their healthy eating choices
- Develop the deliverables, and monitor the outcomes of these healthy living programs
- Work with consultants to promote physical activity and healthy eating by using various tools and activities
- Work with the steering committee to seek advice and input on the projects advancement, development, and implementation
- Reporting and developing materials: written reports, promotion and communication products, and other materials necessary for the project

Qualified candidates should possess:

- Bachelors of kinesiology, recreation, education, business or related health discipline; or a Diploma in Sport and Recreation
- Project Management experience
- Related experience an asset
- Strong interpersonal skills
- Experience in community development, public relations and marketing, event planning
- Knowledge of and belief in the importance of physical activity and healthy eating
- Strong verbal and written communication skills, including social media and e-news
- Experience in writing grant proposals an asset
- Strong computer skills in website management, spread sheets, presentations
- Highly Motivated and an ability to work independently
- Strong organizational and time-management skills
- Must have a valid Driver's License

Job Details:

- Full-Time contract position
- Work hours are generally M-F 8:30-5:00pm, however evening and weekend hours may be required
- Based out of the Recreation PEI office in Charlottetown

Apply by January 15th, 2020 to info@recreationpei.ca