



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
- Promote physical activity, healthy eating, and go!PEI programs by using various tools and activities with a particularly emphasis on social media
- Work with the steering committee to seek advice and input on the project's 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 recreation, education, business, kinesiology or related health discipline; or a Diploma in Sport and Recreation or Marketing
- Strong verbal and written communication skills, especially social media and e-news
- Strong computer skills in website management, design programs, and spreadsheets
- 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
- Experience in writing grant proposals an asset
- Highly Motivated and an ability to work independently
- Strong organizational and time-management skills

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, with flexibility to partially work from home

Apply by June 30th, 2021 to info@recreationpei.ca

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