

Job Posting:

Manager, Programs and Services

Title: Manager, Programs and Services

Start Date: February 2020

Type: Maternity Leave Contract – 20 months (February 2020 – September 2021)

Position Summary

Asthma Canada (AC) is the only national charity solely devoted to improving the quality of life for people living with asthma and respiratory allergies. Our mission is to help Canadians with asthma lead healthy lives through education, advocacy and research.

We are seeking an experienced program manager to join our small but dedicated mission team for a maternity leave contract.

Reporting to the President & CEO, the Manager, Programs and Services is primarily responsible for the development, implementation and maintenance of Asthma Canada's key programs and services including the Asthma Canada Member Alliance, the Asthma and Allergy HelpLine, educational resources, patient support and advocacy, community outreach, and research support. Additionally, the Manager, Programs and Services will build and maintain relationships with key HCPs, funders and community partners to help AC achieve its vision and mission.

Key Accountabilities & Responsibilities

Program and Project Management

- Responsible for all facets of programming and service development and delivery, as listed and beyond – from proposal writing, planning, budgeting, implementation and execution, operations, communications, evaluation and report writing
- Ensure consistency of quality, accountability and high standards in all programs and services, educational materials and patient support with the assistance of Asthma Canada's Scientific and Medical Advisory Committee and Community Advisors
- Develop and implement both short- and long-term goals and objectives to achieve the successful outcome of all AC's programs and services

Asthma Canada Member Alliance (ACMA) & Education Resource Development

- Build and broaden the membership of ACMA, including creative ways of engagement
- Design and execute ACMA information activities, advocacy campaigns and program activities
- Develop educational resources and programs and manage content, design, dissemination and promotion
- Respond and engage with community, upon request, to assist in individual support and assistance (i.e. letters of support)

Asthma & Allergy HelpLine

- Promote the HelpLine as a crucial resource for the Canadian public for free support and assistance on issues relating to asthma and respiratory allergies, providing high quality and fast service
- Responsible for the supervision of the Certified Respiratory Educators (CREs) and management and administration of phone and email queries

Patient Advocacy and Partnership Engagement

- Develop and write patient input submissions (CADTH), when appropriate
- Support the CEO on Asthma Canada advocacy initiatives and campaigns, at both provincial and federal levels
- Build and maintain relationships with key stakeholders and partners to achieve the AC vision and project/program objectives through alignment and collaboration opportunities
- Coordinate the Medical and Scientific Advisory Committee and manage their responsibilities in program/resource review and content development

National Research Program Administration

- Promote and disseminate the application and call for proposals for the National Research Program, manage inquiries and received applications, assist with the adjudication process and distribution of funds to applicants, and ensure updates from the funder are provided

Requirements

Education and Experience

- A university or college degree in a related field
- 3 - 5 years of relevant work experience in program coordination and project management in health, education, government, advocacy, communications or public relations
- Proficiency with Microsoft Office, WordPress, and Constant Contact
- A healthcare background is an asset

Knowledge, Skills, and Abilities

- Self-motivated with excellent organizational skills and the ability to balance a number of priorities
- Exemplary relationship building skills, with the ability to effectively persuade and inspire support for Asthma Canada's mission
- Creative, detail oriented, and able to think strategically
- Strong writing, proofreading, editing, and research skills with the ability to synthesize and/or repurpose information/data
- Ability to effectively work under pressure independently and in a team
- Knowledge and appreciation for the non-profit and/or healthcare sector an asset
- Bilingualism is a plus
- Passionate about helping Canadians with asthma

How to apply

If you're looking for a challenging but rewarding career as part of a team committed to achieving Asthma Canada's goals to deliver our mission, then this is the position for you. Asthma Canada can provide you with meaningful opportunities to put your skills to use to better the lives of Canadians with asthma.

To learn more about Asthma Canada please visit www.asthma.ca.

Qualified candidates are invited to submit their **resume, cover letter, and salary expectations** to info@asthma.ca by **December 11th**. Please include **Applicant, Manager, Programs and Services** in the subject line.

Asthma Canada is an equal opportunity employer and will accommodate individuals with disabilities through each stage of the recruitment process. If you require accommodation, please advise us of any needs you may have when your interview is scheduled.

We thank all applicants but only those selected for an interview will be contacted.