



Job Posting

Position Title: Education Program Coordinator

Job Posting Deadline for Internal Candidates: May 09, 2025, at 5:00pm

Employment Status: Fixed Term Contract (8 Weeks)

Position Status: This is a Non-Bargaining Unit position

Hours of Work: Monday-Friday, 35 hours per week with limited evening and weekend requirements

Hourly Rate: \$20.00 per hour – Eligible for HOOPP

Position Reports to: Manager, Philanthropy & Partnerships

Primary Location: Oshawa (Hybrid work environment); Staff may be requested to work from other DCHC's sites in Pickering and Oshawa North.

Organization

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

Position Overview

The Education Program Coordinator plays a critical role in supporting the execution of DCHC's Learning Hub programming. This position requires a creative, detail-oriented professional who can effectively manage a busy calendar of courses, engage community partners and facilitators, and contribute to the overall success of DCHC's knowledge mobilization initiatives.

Key Responsibilities:

Program Development and Management:

- Design, implement, and evaluate educational programs, workshops, and events aligned with the community's needs.
- Collaborate with staff and community partners to create a diverse offering of learning opportunities.
- Maintain an up-to-date calendar of events and programs for the Learning Hub.

Community Engagement:

- Act as the primary point of contact for the Learning Hub, providing excellent customer service and support to users.
- Conduct outreach to engage diverse community groups, including underrepresented populations.
- Facilitate focus groups and surveys to identify learning needs and interests.

Resource Coordination:

- Manage the Learning Hub's resources, including technology, materials, and physical space.
- Develop and maintain partnerships with local organizations, businesses, and educational institutions to enhance resources and opportunities.
- Oversee the scheduling and booking of the Learning Hub facilities.

Administrative Duties:

- Maintain accurate records of program attendance, evaluations, and other metrics.
- Prepare reports for management, highlighting successes, challenges, and recommendations.
- Develop and manage the Learning Hub's budget in collaboration with leadership.

Team Collaboration:

- Train and supervise volunteers supporting the Learning Hub.
- Work with other departments to integrate Learning Hub initiatives into broader organizational goals.

Qualifications & Experience

Education:

- Bachelor's degree in education, social work, community development, or a related field. Equivalent experience may be considered.

Experience:

- 2 years in program coordination, community engagement, or educational services is considered an asset.
- Experience working in diverse and inclusive community settings.

Skills:

- Strong organizational and project management skills.
- Excellent interpersonal and communication abilities.
- Proficiency in using technology for program delivery and administrative tasks (e.g., MS Office, SharePoint, virtual meeting platforms).
- Ability to work independently and collaboratively in a team environment.

Other:

- Knowledge of community health and wellness principles is an asset.

Working Conditions & Requirements

- Regular engagement with the public, colleagues, and community partners.
- Flexibility to work occasional evenings and weekends based on operational needs.
- Proof of full COVID-19 vaccination (accommodations considered based on human rights grounds).
- Valid G-class driver's license with access to a reliable vehicle.
- Successful completion of a Vulnerable Sector Clearance.

Full vaccination against COVID-19 is mandatory for this position (DCHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human rights protected ground).

Application Process:

- If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).



Durham Community Health Centre (DCHC) is committed to creating an inclusive environment that welcomes and celebrates diversity so that all employees have the opportunity to thrive. **DCHC will comply with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation.** Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact our Talent and Culture team at 905-723-0036, or by email to recruiting@durhamchc.ca.

