

**Project coordinator : Health Caravan 2016 (francophone and French immersion schools)**

The Directorate of Agencies for School Health (DASH BC) is seeking candidates for a 3 day per week part-time contract position of “Project coordinator : Health Caravan 2016 (francophone and French immersion schools)”. The contract period is from January 11<sup>th</sup> to March 31<sup>st</sup>, 2016.

The Project coordinator : Health Caravan 2016 will plan and implement visits of the Health Caravan in 5 to 7 BC schools in late February and early March 2016, according to the Healthy Schools BC Francophone Strategy and in collaboration with RésoSanté, the Conseil scolaire francophone (CSF), and DASH BC. This comprises identifying immersion or Francophone schools within each of five regional health authorities; identifying a Health Champion within each school; identifying Health Caravan promotion activities that meet the needs of each school; liaison with the schools, the health authorities, health professionals and the community; organizing the logistics to make the Health Caravan event a success at each location, and following up with each Health Champion to facilitate the start-up of « learning communities » that will take charge of implementing the subsequent steps of the Healthy Schools BC framework.

**QUALIFICATIONS, SKILLS AND EXPERIENCE :**

- Works well independently, on time and on budget;
- Event organisation skills;
- Presentation skills for audiences varying in age;
- Team building and facilitation skills;
- Good communication skills, including social media (Facebook, LinkedIn, Twitter);
- Knowledge of BC French immersion and French school programs;
- Building positive human relationships between community, health professionals, the school community and school personnel at selected schools;
- Multitasking, flexible schedule and a willingness to travel within BC from Feb. 28 to March 12, 2016;
- Fluency in both official languages, both written and oral;
- Information technology skills such as Excel, Word, Power Point;

**EXPECTED RESULTS :**

1. Contribute to the growth of the “Healthy Schools BC Francophone Strategy” through the Health Caravan before March 31, 2016, in 5 to 7 selected schools;
2. Ensure that one Health Champion is identified at each school location and participates in the Health Caravan;
3. Ensure that at least one Health Authority professional (e.g., nutritionist and/or public health nurse) participates in the Health Caravan at each location;
4. Facilitate a positive relationship between health professionals and school personnel at each location;
5. Ensure that Health Caravan stories are published on the Healthy Schools BC Web site for each location;
6. Ensure follow-up with the Health Champion to facilitate the start-up of « learning communities » that will take charge of implementing the subsequent steps of the Healthy Schools BC framework;
7. Prepare a summary report for an Advisory Committee every two weeks and participate in its meetings;
8. Work with the collaborating partners to promote the activities and the promotional needs of the funders and of each participating partner.
9. Identify Health Caravan promotion activities that meet the needs to each school and organize the logistical details to ensure that the event is a success at each location.

Interested applicants should submit their resume and a cover letter in English to Alicia at [ayip@dashbc.ca](mailto:ayip@dashbc.ca) by January 4<sup>th</sup>, 2016 at 5:00pm.