



RESPIRATORY HEALTH ASSOCIATION®

Job Title: Program Coordinator

Department: Programs and Policy

Status: Part-time; Non-Exempt

Reports to: Senior Director of Strategy, Programs and Policy

Salary: \$20,000 - \$30,000

Job Description

Overview: Reporting to the Senior Director of Strategy, Programs and Policy, this part-time position is responsible for the planning and coordination of Respiratory Health Association's community-based lung health programs and projects.

Key Responsibilities:

- Participates in the planning and implementation of COPD-related community-based lung health programs and projects targeting people living with lung disease, their caregivers, and other community stakeholders;
- Coordinates the planning and implementation of RHA's patient and professional education programs, including the annual Living Better Together COPD Conference;
- Leads the development of RHA's Pulmonary Rehabilitation quarterly newsletters and its annual *Inspiration* newsletter;
- Coordinates the administration of RHA's research grants program;
- Conducts outreach and serves as a liaison to pulmonary rehabilitation groups and other support groups for people living with lung disease as well as professional organizations related to lung health;
- Represents RHA on COPD or related advisory committees;
- Delivers community-based COPD educational programming, as requested
- Coordinates and tracks requirements for continuing education credits for physicians, nurses, respiratory therapists and other professionals as required, including processing continuing education applications, evaluation and follow up;
- Assists in developing health education/promotion materials, including presentations, curriculums, factsheets, website updates and newsletter articles (e.g. RHA e-newsletter, *Inspiration*, Pulmonary Rehab newsletter) etc.;
- Monitors project budgets and assists with progress reporting to funders;
- Carries out other special projects and duties as assigned.

Qualifications:

- Bachelor's degree with a public health background or equivalent education and experience required. Master's degree in public health, nursing or another related allied-health program preferred;
- Previous experience with chronic disease or health promotion programs preferred;
- Knowledge of chronic obstructive pulmonary disease and clinical experience preferred;
- Strong planning and organizational skills. Experience with conference planning a plus;
- Strong written and oral communication skills;
- Strong interpersonal skills and an ability to work collaboratively and build consensus within the Association and with external partners;