

Communications and Education Coordinator, Ontario Osteoporosis Strategy

Position Type: Full time

Location: Toronto

Osteoporosis Canada, a registered charity, is the only national organization providing services to people who have, or are at risk for, osteoporosis. OC is a volunteer driven organization which works to educate, empower and support individuals and communities in the risk reduction and treatment of osteoporosis.

Background:

Osteoporosis is a highly debilitating condition and the single most important cause of fractures among men and women over the age of fifty. At least one in three women and one in five men will suffer from an osteoporotic fracture during their lifetime.

Ontario Osteoporosis Strategy (OOS):

In February 2005, The Ministry of Health and Long-Term Care announced the launch of Ontario's first *Osteoporosis Strategy*. The goal is to reduce fractures, morbidity, mortality and costs from osteoporosis through an integrated and comprehensive approach aimed at health promotion and disease management.

Osteoporosis Canada is playing a leading role in implementing this multi-pronged Strategy along with the other stakeholders, particularly in increasing understanding of osteoporosis and related fractures, promoting better bone health and educating health care professionals about this disease.

Job Summary:

The **Communications and Education Coordinator** will be responsible for developing, implementing and evaluating education initiatives targeting healthcare professionals, as well as people at risk of fragility fractures, and their caregivers. In addition, this position will be instrumental in helping assess unmet educational needs for these groups, contribute to the development of resources and tools, liaise with stakeholders and professional associations.

Key responsibilities:

- Responsible for the planning and implementation of two professional education programs: Bone Fit™, exercise training workshop, and Beyond the Break, webinar series for healthcare professionals and clinicians;
- Build and facilitate partnerships with individuals, groups, organizations and networks to promote OOS professional education programs;
- Communicate and coordinate project deliverables from contractors, consultants, partners and stakeholders;

- Manage the database of 1700+ Bone Fit Trained health professionals, and partnership agreements;
- Ensure the development of resources and of ongoing support of the Bone-Fit trained community;
- Design, develop and implement e-learning modules according to OOS requirements for a range of internal and external stakeholders;
- Manage web content, web platform, and social media, using analytics and reporting to inform content strategy;
- Assist in the development of educational resources/tools for various OOS initiatives as needed, manage inventory and monitor usage;
- Participation in developing budgets, reports and evaluations.

Qualifications:

- Post-secondary degree or diploma in social sciences or related fields;
- At least 3 years' experience in educational programming and proven ability to use knowledge transfer techniques to put research-based knowledge into practice;
- Demonstrated project management skills, including possession of conceptual, analytical and problem solving skills;
- Highly motivated, with a demonstrated ability to be self-directed, working independently with minimal supervision and as part of a diverse team; effectively collaborate with multiple stakeholders;
- Superior interpersonal, verbal and written communication skills;
- Advanced IT skills expected;
- Some travel is required;
- Some weekend work is required;
- Successful candidate must be **fully vaccinated**.

Submit resume and cover letter by Friday, October 15th, 2021 to:

oosrecruiting@osteoporosis.ca

Subject line in your email should read “Communications and Education Coordinator”

On request, Osteoporosis Canada accommodates the needs of all applicants with disabilities in our hiring process.

No phone calls please. Only those candidates selected for an interview will be contacted.

Osteoporosis Canada is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identify or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status. We

will be happy to work with applicants requesting accommodation at all stages of the hiring process.