

HEART AND STROKE FOUNDATION OF NOVA SCOTIA Walkabout Manager

ACCOUNTABILITY

This is a full time permanent position reporting to the Director of Health Promotion, Policy and Research.

BASIC FUNCTIONS

Coordinates the ongoing development and implementation of a comprehensive walking initiative for Nova Scotia called Heart&Stroke *Walkabout™*.

RESPONSIBILITIES

The Walkabout Manager oversees and ensures integration of all components of the walking initiative. In collaboration with the Director of Health Promotion, Policy and Research, the partner management team, and the staff responsible for developing components, the Walkabout Manager will:

- Implement a project management plan and facilitate the completion of its deliverables
- Communicate and facilitate meetings with staff, partners and hired consultants about the project plan, its components' plans and their progress
- Build relationships with stakeholders province-wide and provide ongoing support to implement the program at local and regional levels.
- Monitor and evaluate the initiative and adjust the project plan accordingly
- Other duties as assigned

SKILLS/COMPETENCIES:

- Completion of post secondary education in a relevant field with an emphasis on project management (please explain relevancy in cover letter)
- Minimum of five years relevant experience
- Project management experience
- Proficient skills to apply to managing complex, multi-component initiatives
- Capacity to monitor multiple components simultaneously and identify opportunities for integration and coordination
- Ability to ensure successful implementation of program components through appropriate resource planning
- Ability to collaborate and consult with multiple partners and stakeholders effectively
- Demonstrated ability to maximize the potential of a team approach and to lead others
- Capacity to maintain strategic focus of program implementation
- Excellent communication skills: interpersonal, oral and written
- Demonstrated flexibility, adaptability and creativity
- Ability to multitask and prioritize
- Planning, organizational and monitoring skills
- Grant writing experience
- Understanding of population health approach to addressing physical inactivity strongly preferred
- Knowledge of social marketing as it relates to physical activity behavior change an asset

This program is led by the Heart and Stroke Foundation of Nova Scotia in partnership with Nova Scotia Health Promotion and Protection and the Ecology Action Centre.

The Heart and Stroke Foundation thanks all applicants for their interest, however, only those selected for an interview will be contacted. Reply in confidence, with cover letter and full resume by **9:00am Friday September 10th** to:

Director of Health Promotion, Policy and Research
Heart and Stroke Foundation of Nova Scotia
Park Lane Mall, Level 3
5657 Spring Garden Road, Box 245
Halifax, NS B3J 3R4

Fax: (902) 492-1464

Or via email to: contactus@heartandstroke.ns.ca. (include job title in subject line)