



Canadian Liver Foundation
Fondation canadienne du foie

Bringing liver research to life
Donner vie à la recherche sur le foie

Position: Health Promotion Program Coordinator
Location: Hybrid in Markham or Vancouver (Remote in Canada Options Available)
Job Type: Permanent Full-Time
Wage: \$50,000.00 – \$60,000.00 per year (35 hours work week)
Start Date: January 20, 2025

Application Deadline: December 13, 2024, at 5 pm EST. please apply via hr@liver.ca.

We thank all applicants; only those selected for an interview will be contacted.

About the Canadian Liver Foundation

Over 8 million Canadians are affected by liver disease, with numbers rising due to conditions like fatty liver disease, hepatitis, and liver cancer. Beyond patients, families, caregivers, and communities are deeply impacted.

Founded in 1969 by a group of doctors and business leaders concerned about the increasing incidence of liver disease, the Canadian Liver Foundation (CLF) was the first organization in the world devoted to providing support for research and education into the causes, diagnoses, prevention, and treatment of all liver disease.

We strive for a world free from liver disease through innovative research, education, advocacy, and community support programs. We empower individuals and communities to take proactive steps toward prevention, early detection, and better management of liver health.

Employment Opportunity Overview:

As the Health Promotion Program Coordinator, you will provide compassionate support to individuals affected by liver disease through managing our patient hotline and email systems. You'll build a sense of community by facilitating peer support programs and leading grassroots health promotion initiatives.

The ideal candidate is a self-starter with a proven track record of delivering impactful health programs and a passion for empowering communities and advancing liver health.

Who You Are:

- Fluent & bilingual in French



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- Compassionate, adaptable, and skilled at connecting with individuals from diverse backgrounds.
- Passionate about grassroots engagement and creating inclusive, supportive spaces.
- A creative problem-solver with excellent interpersonal and organizational skills.

Responsibilities & Accountabilities (but are not limited to):

Patient Support

- Provide empathetic support to patients, caregivers, and families via hotline and email, addressing liver health inquiries promptly and accurately.
- Assess individual needs, offering resources, referrals, and follow-up support to ensure ongoing care.
- Maintain accurate records in CLF's database and stay informed about liver diseases, treatments, and support resources.
- Foster an inclusive and respectful environment that empowers patients and caregivers.

Program Development and Management

- Under the guidance of VP, Patient Education Programs develop and implement outreach strategies to expand CLF's public education programs nationally.
- Develop evidence-based educational materials in various formats, including print, digital, and presentations.
- Design, execute, and evaluate peer advocacy programs to meet the needs of patients and caregivers.
- Collaborate with diverse teams, partners, and stakeholders to co-create culturally responsive health initiatives.

Client Service and Administrative Duties

- Represent CLF at community events, meetings, and committees.
- Support patient education & resource distribution
- Other duties as assigned

Education and Experience – REQUIRED



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- Bilingual fluency in French is required.
- Degree in a health-related discipline (Public Health, Dietitians, Nursing, Health Administration, etc.)
- Minimum one (1) year experience in health promotion, community engagement, project development, management, and evaluation
- Experience working collaboratively in a team environment to achieve set goals
- Strong written and verbal skills, public presentation skills, and a proven ability to related to diverse groups of people at all levels
- Strong interpersonal, organizational, and problem-solving skills.
- Proven ability to prioritize tasks and meet deadlines.

Benefits of Employment:

- Flexible hybrid work environment
- 3 weeks of vacation
- Eligible to enroll in Health benefits (after 3 months of employment)
- CLF Summer Hours – 4 extended long weekends (Friday – Monday) from Victoria day to Labour day
- 13 sick/personal days per year (not bankable)
- Week between Christmas and New Year’s Office Closure: paid days off
- In addition to statutory and provincial holidays, paid days off for Easter Monday, Remembrance Day and National Day for Truth and Reconciliation

Join us to challenge stigma, advocate for systemic change, and create a future where liver disease is preventable, treatable, and ultimately eliminated. Together, we show those affected that they are not alone.

Canadian Liver Foundation is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, indigenous persons of any gender identity and sexual orientation, and newcomers. We provide accommodation at all stages of the selection process and through employment in accordance with the Human Rights Code and AODA.

*We, at the CLF, are extremely passionate about our common mandate and we believe that each of our team members contributes in their own specific role to reach that goal and we strongly encourage individuals with **lived-in experience** and those that have faced barriers to apply for this position.*