

Program Coordinator

Temporary Full-Time Contract to March 31st, 2027

37.5 hours per week

Peterborough Ontario Health Team (POHT)

Peterborough OHT is comprised of 30 healthcare organizations, community support services, hospital, home and community care providers, patient and family advocates, and primary care providers. POHT partner organizations share a common goal to break down barriers to provide better care for patients. By improving the transitions of care between agencies, patients will benefit from better patient and caregiver experience, better health outcomes, better value in efficiency and better provider experiences.

Community Care Peterborough

Community Care Peterborough is a member of the POHT and will serve as the employer for this position. Day-do-day work and supervision will be provided by the Peterborough Ontario Health Team.

Position Summary

Peterborough OHT is seeking a driven, dynamic and energetic individual to join our team. The Program Coordinator plays a key role in driving the growth and success of the POHT by overseeing the administration, monitoring, implementation, and evaluation of programs and projects. As a vital member of the team, you will work closely with various partner organizations to ensure we meet our goals.

The Program Coordinator will be instrumental in creating an environment that encourages productivity and innovation while fostering a positive and professional workplace culture. This position will be both challenging and highly rewarding, offering the opportunity to witness firsthand the impact of the POHT on the community.

Key Responsibilities

- Oversee program monitoring and evaluation to ensure effectiveness and continuous improvement.
- Advocate for health equity by incorporating anti-oppressive and trauma-informed approaches into program design and delivery.
- Foster collaboration with community partners and other programs.
- Manage operations and logistics, including resource planning and allocation, budget monitoring and coordination of priority project activities.
- Track and report project progress, timelines, and key performance indicators to interest-holders.
- Prepare reports, publications and presentations for community partners, including Ontario Health and the Ministry of Health.
- Assist leadership in the development and execution of strategic plans to enhance the POHTs performance, expand provider networks, and align with new healthcare models.

Qualifications & Experience

- Minimum of 3+ years of experience in project or program coordinating role.
- Bachelor's degree in healthcare administration, Business, Nursing or a combination of relevant post-secondary education combined with hands-on experience in program management.
- Excellent organizational, communication, and problem-solving skills.
- Understanding of quality improvement, health systems research and knowledge translation are considered an asset.
- Demonstrates strong interpersonal skills with the ability to maintain a professional and approachable demeanor in all interactions.
- Satisfactory Police Vulnerable Sector Check

Why Join Us?

The Peterborough OHT values creativity, collaboration, and continuous learning. By joining our team, you'll have the opportunity to work on innovative projects, contribute to critical health system improvements and play a key role in driving operational excellence. We offer a competitive salary and a collaborative work environment that supports professional growth and development.

If you are excited about contributing to this innovative team and have the operational expertise to lead teams and streamline processes, we would love to hear from you.

Location: Fully remote with some required travel within the City and County of Peterborough.

Compensation: \$76,300 annually plus vacation pay.

Application Deadline: Friday, June 13 at 4 pm

We thank all applicants for their interest, however only candidates selected for further consideration will be contacted.

Send cover letter detailing your interest in the position and a résumé to:

HR@commcareptbo.org

*Community Care Peterborough is an **equal opportunity employer** committed to providing an inclusive and barrier-free selection process and workplace that embraces diversity, values differences, and supports the full participation of all employees. We recognize the importance of ensuring that all applicants are treated with equal respect and dignity and are protected from discrimination and harassment. If you require accommodation measures during the recruitment or selection process, please advise in confidence at the time of application.*