

Job Type	Part-Time position, end date December 31, 2019
Salary	Salary will be commensurate with qualifications and experience
Hours	The position is up to 20 hours per week
Closing Date	January 31, 2019

Position Summary

The Liaison Officer will be responsible for Obesity Canada's activities in the province of Quebec. The incumbent will be responsible for active engagement of OC members, supporters and partners including local communities, industry stakeholders, government departments, health professional associations, and not-for-profit organizations in Quebec.

Reporting to the Managing Director, the Liaison will develop and manage effective partnership relations that promote successful implementation of Obesity Canada activities in the province of Quebec. The incumbent will also work with Obesity Canada's national staff to assist in the development of strategic initiatives in Quebec. Utilizing his/her established skills in strategy development, relationship building and negotiation and in alignment with OC's Strategic Plan, the successful candidate will oversee and manage all local and provincial strategic and operational activities in the province of Quebec.

Duties & Responsibilities

- Builds, operationalizes and evaluates a plan for Obesity Canada's activities designed to increase research, education, and advocacy activities in Quebec.
- In conjunction with the Scientific Director and the Managing Director, works to set quarterly objectives for Quebec-based activities as well as set ambitious objectives for engagement of OC members in Quebec.
- Works with the National Office to develop operational plans and budgets for activities based in Quebec
- Monitors and evaluates strategic activities
- Develops processes and strategies to engage OC members and supporters in Quebec.
- Develops new marketing and promotional materials for Quebec based activities; collaborates with OC's Director of Communications to conceptualize new creative marketing and promotional copy and collateral material to support OC's goals
- Meets key partners locally, regionally and provincially, for the purposes of identifying new partnerships, cultivating existing relationships, and developing new research, education, and advocacy efforts in Quebec.

Qualifications

- Bachelor's degree required; advanced degree considered an asset
- Minimum of 5 years of experience in partnership development or stakeholder relationships in the private sector or a foundation, major research university, hospital or related organization in Quebec
- Experience implementing projects, events and activities involving a range of stakeholders such as partners, researchers, healthcare professionals and patients
- Demonstrates a strong understanding of the strategic needs of Quebec based Obesity Canada members and supporters
- Knowledge of health policy sector and trends in Quebec
- Disciplined self-starter who regularly sets and achieves work goals
- Excellent verbal and written communication skills and interpersonal skills in French and English
- Ability to work well in a team environment
- Experience in proposal writing
- Ability to meet deadlines and juggle competing priorities in a high-paced environment
- Must be willing to travel and work irregular hours as needed
- Computer literacy and database familiarity
- Excellent organizational and time management skills

Please email resume and cover letter to:

Dipika Parmar
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If you have any further questions or concerns please call 780-492-8361