

Job ID: #SCHII-23-25
Job Title: Wellness Coordinator
Department: Human Resources/Student Affairs
Campus: Thunder Bay, ON
Status: Full Time, 18-month contract (maternity leave)
Job Category: Schedule II

Date Posted: September 1, 2023
Closing Date: September 15, 2023

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

Lakehead University invites applications to an innovative, unconventional, and exceptional role that reports jointly to the Associate Vice-President (Human Resources) and the Vice-Provost (Students) & Registrar, to advance the University's efforts to become a recognized leader in wellness by enabling implementation of the University's Wellness Strategy. Based in picturesque Thunder Bay, the regional capital of Northwestern Ontario which is located in the center of Canada and with close proximity to the United States, the Wellness Coordinator position is ideally for someone who is familiar with the wellness, empowerment, and mental health media/social landscape and can develop, curate, and coordinate content that ensures delivery of the expectations outlined in the Wellness Strategy.

Job Duties

- Work with all levels of university management in the planning, development and implementation of wellness-related policies, practices, and programming.
- Identification of needs, curriculum development, and implementation of wellness related training to Lakehead faculty, staff, and students.

Employment Opportunity

- Conduct a review of existing policies and practices with the intention of identifying areas where barriers exist, developing a change prioritization matrix/plan, and support implementation of these changes.
- Develop and maintain internal departmental relationships to assist with implementation of the Wellness Strategy, knowledge sharing, and partnerships.
- Facilitate the work of the University's Wellness Advisory Committee, the creation and dissemination of wellness related promotional materials and the broader work of wellness to support all users of Lakehead University and its campuses. Lead/chair committee and internal teams associated with wellness implementation, strategy, and planning
- Research, identify, and adapt wellness best practices from other universities, corporations, and governments. Develop and maintain relationships with other universities' Wellness Offices to assist with implementation of the Strategy, knowledge sharing, and partnerships.
- Identify and pursue opportunities for internal and external grants, sponsorship opportunities, or other means of funding wellness initiatives.

Qualifications

- The successful candidate must possess an Undergraduate University Degree in Social Sciences, Business, Education, Nursing or other related field.
- Minimum three years of demonstrated experience in leadership in wellness and wellness best practices, preferably within a university setting.
- Experience leading cross-organizational projects from inception to evaluation stage as well as experience working with a variety of stakeholders in wellness planning.
- Experience with developing and designing communication and outreach materials including visual identities, blogs, websites, and delivering high-level presentations and training.
- Excellent skills in development of written materials and reports
- The successful candidate must be able to practice good judgment, effective time management and be a team player in a high paced, challenging environment with competing priorities and deadlines.
- The individual must have the ability to work well independently as well as part of a team
- The incumbent must have strong interpersonal skills including comfort and expertise in public speaking, along with excellent presentation skills.
- Candidates must be competent in Microsoft Word, Microsoft Excel, and Adobe InDesign.

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as



Employment Opportunity

a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified.

Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements