

## CSPA Health Promotion Program Officer job posting



The CSPA is looking for a Health Promotion Program Officer to join our team!

The Canadian Skin Patient Alliance (CSPA) is a national charity dedicated to improving the health and wellbeing of people across Canada impacted by skin, hair and nail conditions through collaboration, advocacy, and education. We educate and raise awareness about the various ways skin conditions impact patients, their families and loved ones, facilitate patient engagement in dermatological research and advocate for improved access to treatment and care across the country. We also work with a network of Canadian and international patient groups and organizations that support specific skin patient communities, such as those living with eczema, acne, alopecia and skin cancers.

The Canadian Skin Patient Alliance is seeking a Health Promotion Program Officer to support the organization's programming and projects, including the development of educational resources and projects for the skin patient community, monitoring and evaluation of programming and assistance with planning educational events and activities that support patients and their loved ones in navigating life with their condition.

### **Primary Responsibilities of the Health Promotion Program Officer:**

- Support the planning and creation of educational resources and projects that build the capacity of patients and their loved ones to successfully manage the impacts of their conditions, under the direction of the Executive Director
- Collaborate with the Executive Director on the knowledge translation of health promotion materials to support the health and well-being of our diverse community
- Develop content for patients, caregivers and healthcare providers to help create meaningful connections between members of the skin patient community
- Support the integration of a monitoring and evaluation strategy into CSPA's programming
- Promote awareness of skin conditions among health care providers and at-risk patient populations through community outreach and supporting partnership development
- Assist in the planning of CSPA's patient-centered events
- Contribute to the development of advocacy, communications, and marketing materials as it relates to health promotion
- Support CSPA's volunteers, namely our educational resource developers
- Assist with administrative tasks (i.e., following up with stakeholders, distributing materials, organizing meetings)
- Support community fundraising activities
- Collaborate with other staff on volunteer and donor recognition as required

### **Skills & Competencies:**

- Background in health or social sciences (including those going to school for health professions, e.g., nurses, physicians, physiotherapists, kinesiologists, dietitians, social workers, psychologists, etc.), health/medical communications, knowledge translation, or patient engagement
- Bilingual in French (strong asset)
- Experience effectively using content creation tools and social media platforms (Canva, Instagram, Facebook, LinkedIn, YouTube, Rev)
- Excellent writing skills in English
- Experience writing materials in plain language and/or for a patient audience (asset)
- Highly organized with strong project management skills
- Experience building surveys, analyzing and interpreting data (an asset)
- Excellent team member, with experience collaborating across internal departments (Communications, Advocacy, Fundraising, etc.)
- Ability to work independently and as part of a team
- Adaptability, open-mindedness, willingness to learn
- Self-directed, energetic, analytic, strategic, and creative with a high level of initiative
- Strong computer skills with experience using Microsoft Office applications

## **Scope**

CSPA is a fully remote organization, and we welcome individuals from across Canada to apply. This is a full-time, fully remote 8-week position for 37.5 hours per week. Some evening hours may be required with advance notice.

## **Accountability**

This position reports directly to the Executive Director.

## **To Apply**

Please email the Executive Director at [executivedirector@canadianskin.ca](mailto:executivedirector@canadianskin.ca) by May 15, 2026. Provide your resume and a cover letter describing your skills, experience, and interest in our organization. Please include your contact information with an email address (preferred) and/or phone number where you can be reached.

This position is open to applicants between 15-30 years old and is funded by a grant from the Canada Summer Jobs program. We encourage applicants from diverse backgrounds and who have lived experience of a skin, hair or nail condition.