



**Health Care Association Program Officer (one position available)**

Canada Summer Jobs Position

**Wage \$18 for 35 hours per week**

**Full time – Monday to Friday**

**Duration: Seasonal employment - 8 weeks**

**Location: Remote work**

Reporting to the Manager of Pharmacy Programs and Special Projects, the program officer is responsible for supporting the Association's advocacy, professional development and pharmacy practice efforts. This position will have the responsibility for several ongoing deliverables that contribute towards the Association's vision, mission and goals. This role will have a primary focus on the ongoing refinement and execution of advocacy, professional development, and pharmacy practice that RxA employs.

The program officer will:

- Maintain an awareness and understanding of emerging and potential trends and issues related to Alberta pharmacists and Albertans.
- Assist the Manager of Pharmacy Programs and Special Projects to build relationships and leadership to champion the role of pharmacists and promote the value of RxA to fellow pharmacists, elected officials, stakeholders and the public.
- Work with RxA team and their membership to raise the awareness of the importance of advocating for our profession and assist and support them in their advocacy efforts.
- Develop communications and tools to support the advocacy efforts of the association and members.
- Communicate with members through the effective use of RxA communication vehicles – both print and electronic.

- Assist the Manager of Pharmacy Programs and Special Projects to enhance the reputation and perception of the value of RxA with our stakeholders, government and the public.
- Provide pharmacists with the resources they need to market the value of the profession to patients and stakeholders within their circle of influence.

### **Skills and Experience:**

- Knowledge of Pharmacy Practice in Alberta
- Innovative thinker, with a track record for translating new ideas into action.
- Demonstrated proficiency with Microsoft Office Suite.
- Strong verbal and written communication skills.
- Ability to work effectively and collaboratively with a team, as well as independently with minimal supervision.
- Demonstrate self-confidence and interpersonal versatility, self-motivation, strong work ethic, initiative, innovation, perseverance and integrity.

### **Conditions of Employment**

This grant funded position is a part of the Canada Summer Jobs (CSJ) program, all candidates must meet the following CSJ eligibility criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

To apply - please send email to [jody.johnson@rxa.ca](mailto:jody.johnson@rxa.ca) including cover letter and resume with "Summer Jobs Position - Health Care Association Program Officer" in the subject line.

Deadline to apply is April 22, 2023.

**PLEASE NOTE that this position is pending funding from the Canada Summer Jobs programs.**