



Age-Friendly Program Lead **Job Description**

Position: Age Friendly Program Lead

Hours: 8:30 AM – 4:30 PM

Salary: \$70,527.88 (CUPE 374 Union Position)

Location: Victoria, BC (Victoria based hybrid with 1-2 days per week in Uptown office)

Closing Date: July 17, 2026

Reports to: Executive Director

Position Overview

The **Age Friendly Lead (AFC)** for our AFC program plays a key role in providing **community health promotion, public health, and planning expertise** to BC Healthy Communities (BCHC) and its partners across British Columbia. The position works closely with the **Executive Director** to align project deliverables with program strategies and leads the design and development of BCHC program offerings including curriculum, webinars, workshops, resources, and planning processes.

About the Organization

BCHC is a not-for-profit organization that supports the creation of **healthy, sustainable, and equitable communities** across British Columbia through grants, capacity-building, and partnerships with municipalities, Indigenous governments, and rightsholders.

BCHC emphasizes:

- Community development principles
- Listening, learning, respect, and engagement
- Inclusion of diverse perspectives and populations
- Equity

What BCHC offers:

- Leadership and a learning-oriented workplace culture
- Professional development opportunities
- Hybrid work model (Victoria based)
- Comprehensive benefits package

KEY RESPONSIBILITIES AND COMPETENCIES

Coordination/Project Management

Day-to-day coordination and oversight of program deliverables, including:

- Project management supports (program updates, reporting)
- Facilitation of planning and design meetings
- Outreach to communities and partners
- Input into communications (blogs, stories, social media, etc.)

- Work with evaluation staff to align goals and implementation

Community Health Promotion Planning and Facilitation

- Lead planning, design, and delivery of age-friendly program deliverables
- Develop community specific capacity support processes and resources
- Design and facilitate workshops, webinars, communities of practice and events
- Foster multisectoral partnerships
- Support partners (i.e. local and Indigenous governments, health authorities) in navigating health/well-being contexts

Program & Resource Development, Design and Evaluation

- Apply public health and social determinants of health knowledge to projects
- Ensure program delivery aligns with organizational goals and deliverables
- Lead planning of logistics for workshops, webinars and events
- Provide facilitation expertise (asset mapping, engagement, planning sessions)
- Document partner feedback for evaluation
- Deliver presentations promoting BCHC programs
- Liaise with partner organizations, funders, and communities

Partnership Development

- Support and expand partner engagement with Executive Director
- Represent and promote BCHC's work across the province

QUALIFICATIONS

Education

- Master of Public Health (MPH) or related degree in community development, public health, adult education, program planning, or healthy communities
- An equivalent combination of education and experience may be considered.

Required Experience

- 3+ years in program design, delivery, or facilitation
- 2+ years designing and facilitating workshops/ engagement sessions
- 2+ years working with health authorities, governments (local/Indigenous/provincial), or community health initiatives
- Strong planning, organizational, interpersonal, and communication skills
- Understanding of social determinants of health

Key Abilities

- Work independently and collaboratively
- Navigate complex challenges
- Perform research and integrate findings into workshops/training
- Take initiative and self-start

- Identify emerging trends affecting community health

How to Apply

Please submit a cover letter and resume through <https://bchc.applytojobs.ca/program/Lead/49150> This position will be posted internally and externally until filled.

If there are any issues with this process, please submit your application to Gurmeet Sall, Operations, People and Culture Manager at gurmeet@bchealthycommunities.ca