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| <b>Job Title:</b><br>Coordinator, Health Equity & Community Health Programs<br><br><b>Job Posting # HEC-019/2026-27</b> | <b>Date Posted:</b><br><br><b>August 7, 2026</b> | <b>Reports to:</b><br>Sr. Manager, Health Promotion & Prevention<br><br><b>Position Type:</b><br>Full time (existing vacancy) |
|                                                                                                                         | <b>Date Closed:</b><br><b>August 21, 2026</b>    |                                                                                                                               |

## **About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer, community-based, not-for-profit charitable organization that has been serving diverse populations for over 36 years. PCHS provides a wide range of culturally responsive services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and support for women, children, and youth. PCHS is widely recognized for its innovative Integrated Holistic Service Delivery Model and has contributed to several community-based research studies. The organization is fully accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada, reflecting its commitment to quality and accountability. PCHS is also a 2SLGBTQ-sensitive organization, committed to equity, inclusion, and culturally appropriate care.

## **Why Work at PCHS:**

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Days
- Comprehensive Benefits package
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid Work Model (based on nature of the role, operational and funding guidelines)

## **About Position:**

Punjabi Community Health Services (PCHS) seeks a dedicated **Coordinator, Health Equity & Community Health Programs** to lead and coordinate initiatives that advance health equity, improve community health outcomes, and promote inclusive, culturally responsive services. Reporting to the Senior Manager, the Coordinator will support the planning, implementation, evaluation, and continuous improvement of community health promotion and prevention programs while embedding health equity, inclusion, diversity, equity, accessibility (IDEA), and anti-racism principles across the organization. Working collaboratively with internal teams, community partners, healthcare organizations, and funders, the Coordinator will strengthen community engagement, support evidence-informed decision-making, monitor program outcomes, and foster equitable access to services for diverse and underserved populations. The role also serves as a subject matter resource on health equity, helping ensure PCHS's programs, partnerships, and organizational practices align with its vision, mission, and strategic priorities.

## **Qualification, Experience and Skills:**

- Bachelor's degree or College Diploma in Public Health, Health Sciences, Sociology, Social Service, Community Development, or a related field. Certification or specialized training in Health Equity, IDEA, Anti-Racism/Anti-Oppression (ARAO), Project Management, or Quality Improvement is considered an asset.
- Minimum two years of experience coordinating community health programs, health promotion initiatives, or population health projects, with demonstrated experience applying Anti-Racism, Anti-Oppression (ARAO), Health Equity, IDEA, or related frameworks in community or healthcare settings.
- Demonstrated experience in program planning, implementation, coordination, monitoring, and evaluation.
- Knowledge of health promotion principles, population health, social determinants of health, health equity frameworks, and culturally responsive service delivery.
- Demonstrated ability to apply a strong anti-oppression and health equity lens in organizational and community settings and to navigate complex discussions related to discrimination, systemic barriers, and inequities.
- Understanding of the health needs, cultural values, and lived experiences of diverse communities, with knowledge of South Asian communities considered a strong asset.
- Demonstrated experience engaging diverse communities and facilitating community consultations, workshops, outreach activities, or stakeholder engagement initiatives.
- Proven ability to establish and maintain collaborative relationships with community organizations, healthcare providers, Ontario Health Teams, government agencies, and other stakeholders.
- Experience collecting, managing, analyzing, and reporting quantitative and qualitative data to support program evaluation, quality improvement, and evidence-informed decision-making.
- Experience preparing reports, presentations, briefing notes, funding reports, and other program documentation for leadership and external stakeholders.
- Strong organizational, analytical, project coordination, and problem-solving skills with the ability to manage multiple priorities and meet deadlines in a dynamic environment.
- Excellent interpersonal, facilitation, and relationship-building skills, with the ability to work independently and collaboratively within multidisciplinary teams.
- Excellent written and verbal communication skills, including the ability to deliver presentations, facilitate training sessions, and communicate effectively with diverse audiences.
- Demonstrated commitment to continuous learning, professional development, and capacity building.
- Knowledge of Ontario's healthcare system, community support services, and integrated care models is considered an asset.
- Knowledge of privacy legislation (PHIPA), confidentiality requirements, and ethical handling of client and organizational data is considered an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Microsoft Teams, SharePoint, and virtual collaboration platforms.

- Experience using databases, client information systems, or data management software for program tracking and reporting is an asset.
- Familiarity with cloud-based technologies and digital collaboration tools is an asset.
- Fluency in Hindi and/or Punjabi is considered an asset.

## **Requirements:**

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle, and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

## **Duties and Responsibilities:**

- Coordinate the planning, implementation, monitoring, and evaluation of community health promotion, prevention, and health equity initiatives that align with PCHS's strategic priorities, vision, mission, and values.
- Contribute to the development, implementation, and evaluation of PCHS's IDEA (Inclusion, Diversity, Equity, and Accessibility) Framework and support the integration of health equity principles across programs, services, and organizational practices.
- Collaborate with program teams, leadership, and community partners to design and implement culturally responsive, evidence-informed health programs that improve access and reduce health inequities.
- Provide evidence-informed guidance to leadership and management on health equity, anti-racism, inclusion, accessibility, and culturally safe service delivery.
- Coordinate community engagement activities, focus groups, stakeholder consultations, and partnerships to identify emerging health needs and inform program planning and service improvements.
- Build and maintain collaborative relationships with healthcare providers, Ontario Health Teams, municipalities, community agencies, academic institutions, and other stakeholders to strengthen integrated care and community partnerships.
- Coordinate and support research studies, Health Equity Impact Assessments (HEIAs), quality improvement initiatives, and special projects focused on improving health outcomes for priority populations.
- Collect, manage, analyze, and interpret quantitative and qualitative data to identify health disparities, monitor program performance, evaluate outcomes, and support continuous quality improvement.
- Prepare reports, presentations, funding updates, and knowledge translation materials for internal leadership, funders, and external partners.
- Support the ongoing evaluation of programs, policies, and organizational practices through a health equity lens, identifying opportunities for improvement and recommending evidence-informed solutions.
- Develop, coordinate, facilitate, and evaluate health equity, IDEA, anti-racism, cultural humility, and community health education sessions for staff, volunteers, partners, and community members.

- Coordinate health promotion campaigns, outreach initiatives, workshops, and community events that increase awareness of priority health issues and improve access to culturally responsive services.
- Stay current with emerging health equity frameworks, population health trends, legislation, best practices, and provincial priorities to inform program development and organizational planning.
- Collaborate with the Anti-Racism and Anti-Oppression (ARAO) Committee and other internal working groups to implement initiatives that foster an inclusive organizational culture.
- Ensure accurate documentation, data management, reporting, and compliance with organizational policies, funding requirements, privacy legislation, and quality standards.
- Participate actively in agency committees, interdisciplinary teams, planning sessions, strategic initiatives, and other organizational activities.
- Perform other related duties as assigned.

**Hours:** Full time, 37.5 hours per week  
(Evenings and weekends work is required)

**Position to commence:** August 2026

**Annual Salary Range:** \$60,000.00 to \$65,000.00

**Please submit your resume b to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com)**

**Please add Job Posting # HEC-019/2026-27 to the email subject line and cover letter.**

PCHS offer an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

***Equity, Diversity, Inclusion Statement:*** PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [hr@pchs4u.com](mailto:hr@pchs4u.com)

***Use of AI:*** We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.

***Disclaimer:*** PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to [hr@pchs4u.com](mailto:hr@pchs4u.com). Do not submit personal information through any other website or link.