



Environmental Health Association of Canada
Association pour la santé environnementale du Canada

Research and Outreach Coordinator (Fundraising & National Representation)

Job Description / Posting Draft

Job Title: Research and Outreach Coordinator (Fundraising & National Representation)

Location: Remote, Canada-wide

Position Type: Full-time (Monday to Friday, 9:00 AM to 5:00 PM)

Start Date: As soon as possible

Salary: \$26/hour

About Us

The Environmental Health Association of Canada (EHAC-ASEC) advocates for individuals living with Multiple Chemical Sensitivity (MCS). We work nationally to ensure healthier indoor environments, equity in access to services, and systemic recognition of MCS through research, outreach, and advocacy.

Key Responsibilities

- **Outreach & Representation**
 - Conduct outreach across Canada to build relationships in every province and territory



- Develop a clear, executable plan to ensure all regions are represented virtually in the national Canada group
- **Research & Coordination**
 - Assist with national-level research and information gathering
 - Support project coordination, ensuring accurate documentation and communication
- **Fundraising & Grants**
 - Identify funding opportunities for national initiatives
 - Prepare and submit grant applications and fundraising proposals in collaboration with leadership

Required Qualifications

- Experience in **research assistance** and/or outreach coordination
- Demonstrated experience with **fundraising and grant applications**
- Strong organizational and planning skills
- Excellent written and verbal communication skills in English and French
- Ability to work independently and meet deadlines in a remote environment
- Professional integrity: full commitment during work hours (no outside contracts permitted during scheduled time)
- **References required**

Work Expectations

This is a full-time position (35 hours/week). Work hours are Monday to Friday, 9:00 AM to 5:00 PM EST, with a 1-hour lunch break.

- While this is a remote position, applicants must reside in Canada and be legally eligible to work in the country.
- **Please note:** This position requires full engagement during work hours and compliance with the policies of the organization. Outside contracts or freelance work that interfere with job performance, productivity, or responsiveness are **not permitted**. Periodic performance reviews will ensure alignment with our mission, timelines, and expectations.



Compensation

The hourly wage for this role is **\$26/hour**.

To Apply

Please send your **CV**, a **short cover letter**, and **two professional references** to: **emploi@ehac-asec.ca**

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.