

Position: Certified Professional Facilitator

Position Description:

VAAS Professionals is looking for a Certified Professional Facilitator to provide planning, coordinating, facilitation assistance and record keeping tasks to support the development of health research to prevent the initiation of tobacco use among youth and young adults.

What you'll do:

As a Certified Professional Facilitator, you will be responsible for the following tasks:

1. Designing and facilitating the following meetings: one 60-minute process introduction session and eight 90-minute meetings
2. Providing debriefing to meeting attendees and identify successes, challenges, meeting dynamics and areas of improvements
3. Recording and transcribing notes and comments for each meeting
4. Serving as point of support for the meeting committee and its organizers
5. Maintaining meeting schedules and agenda flow

Qualifications/Requirements:

- Bachelor's Degree within the public health field or related areas
- At least 3 years of experience facilitating meetings within the public health industry
- Experience facilitating meeting virtually and in-person
- Working knowledge and experience using the Liberating Structures facilitation framework
- Experience designing and facilitating meetings focused on public health topics (e.g. tobacco and related health outcomes), health equity, health disparities, and/or social determinants of health
- Strong organizational skills with an attention to detail
- Ability to manage and diffuse escalating situations
- Excellent communication skills; verbal and written
- Ability to meet deliverable deadlines and provide quick turnarounds

How to apply:

Email your resume and/or CV to vaas@vaasprofessionals.com