



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF
TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following exciting contract (4-months), full-time, internship opportunity awaiting you:

WELLNESS INTERN

The Wellness Intern will support the Human Resources team through the wellness program to allow the organization to support all employees. Responsibilities will include direct collaboration with wellness consultants, leading regular wellness initiatives, in-person workshops or seminars.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Working directly with HUB Health Consulting on communications, webinars and metrics (training to be provided accordingly):

- Develop Tip Sheets to be released to employees throughout the year (topics and exact number of tip sheets TBD).
- Coordinate webinar set up with appropriate vendors and promote internally.
- Provide input for a program metrics tracking document to ensure all wellness program communications and initiatives are documented.
- Attend Wellness Program meetings.
- Attend all activities/initiatives from the Wellness Program and document participation.
- Promote Telus Health (LifeWorks) EFAP during onboarding/orientation platform.
- Visit all sites on a regular basis to post the newsletter, tip sheet or webinar information on communal boards and have conversations with employees regarding:
 - Barriers to participation in wellness initiatives.
 - Familiarity with LifeWorks platform and EFAP.
 - Testimonials that can be included in Wellness Program communications.
 - Any feedback on the Wellness Program, additions/activities they are interested in.
- Maintain the Binder of communications that contains all prior hard copies of newsletters, tip sheets and other relevant wellness program materials, inserting new material. Binders are located at each location.
- Lead a project/program (i.e stretch breaks, walking group) that aligns with the Wellness Program objectives – details TBD.
- Participate in reviewing and implementing recommendations that align with the National Psychological Health & Safety Standard.
- Assist in projects from the Human Resources and Health and Safety Department if desired.
- Collaborate/work with Managers from all Business Units.
- Coordinate/organize in-person workshops or seminars.

QUALIFICATIONS AND ABILITIES:

- Currently enrolled in a post-secondary wellness program.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to building trusting relationships and be a team player.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations.
- Highly organized, possessing a solid ability to plan and follow up.
- Possess sound judgement and the ability to effectively problem solve and/or escalate accordingly.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Ability to communicate in French an asset.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:
careers@torontoportauthority.com

In the subject line, please quote: **WELLNESS INTERN**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.



To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to
www.TorontoPortAuthority.com