



Canadian Mental  
Health Association  
British Columbia  
*Mental health for all*

## Career Opportunity

### National Manager – Living Life to the Full

#### About the Role

The National Manager will lead and manage the quality and growth of the national CMHA flagship program Living Life to the Full /Vivre sa vie, pleinement: an evidence-based community course that teaches skills to build resilience currently offered by CMHA affiliates and approved partners across Canada.

#### Most of your time will be taken up by:

##### Business planning and development, including:

- Developing and implementing a three year business plan
- Ensuring budgeted revenues are met or exceeded, and that mechanisms for the reporting of sales and the assessment of royalties are managed in a timely manner
- Leading the preparation of funding applications, and securing new affiliates and partners.
- Liaising with key stakeholders for information sharing and program development

##### Quality assurance and improvement:

- Identifying unique approaches and methods to deliver the program and ensure ongoing program fidelity and accountability.
- Review and update the facilitator training curriculum
- Facilitate discussion and information sharing by the growing community of practice of course facilitators and identify needs and gaps

##### Promotion and marketing

- Ensure program successes and needs are regularly communicated to CMHA fundraising and communications staff to incorporate into fundraising appeals and donor communication
- Seek opportunities to promote the program through various media, and through presentations at strategic meetings and conferences.
- Oversee the transition of a fully bilingual website ([livinglifetothefull.ca](http://livinglifetothefull.ca) and an enhanced [vivresaviepleinment.ca](http://vivresaviepleinment.ca)) to the national platform

##### Training

- Offer and lead regular facilitator training workshops in different locations across the country
- Explore, build and market an option to train new facilitators online

##### Manages and supports regional and national initiatives

- Work with funders and affiliates to oversee delivery of the program to specific populations

#### What you bring to the role:

You will have a Masters degree in a relevant discipline, along with a minimum of 5 years experience in a comparable program/project management role. You will also have experience in the non-profit sector, ideally in a health or mental health context. A background or clinical experience in delivering psychoeducation interventions is an asset, but not required.

In addition, you will have:

- Superb written and verbal communication skills in both official languages, and in a Canadian context (mandatory)
- Excellent project/program management skills, facilitation and training skills
- Experience in business/resource development and marketing, with confidence in sourcing funding;
- Excellent customer service, and the ability to work in a complex environment with complex relationships
- Cross cultural experience, ideally in a health or mental health context
- Knowledge and network mobilization, such as through communities of practice
- Ability to take direction and supervision as well as experience in supervising others.
- Internet, web/videoconferencing and software skills in MS Office
- Knowledge of principles of cognitive-behavioural therapy an asset
- Personal experience with mental health issues, either through self or a loved one, is an asset in this position

## Working conditions

This is a regular full time management position, with a 37.5 hour work week. Flexibility to travel and to work non-core hours relative to assignments is required.

Located in downtown Vancouver, we offer a flexible work environment along with a competitive salary and benefits package.

## How to Apply

We will consider applications from interested candidates who submit a resume and cover letter describing how you meet the qualifications outlined above. **Please submit in PDF format to [human.resources@cmha.bc.ca](mailto:human.resources@cmha.bc.ca). The posting will remain open until the position is filled.**

**For more information about this role and the Living Life to the Full Program, please visit our website at [www.cmha.bc.ca](http://www.cmha.bc.ca)**

We regret that only short-listed candidates will be contacted to schedule an interview.

## ABOUT CMHA

At the Canadian Mental Health Association (CMHA), we are all about promoting the mental health of all and supporting the resilience and recovery of people experiencing mental illness and addiction. Founded in 1918, the Canadian Mental Health Association (CMHA) is a national charity and nationwide leader and champion for mental health.

*CMHA, BC Division is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff.*

Located on the unceded territories of the Coast Salish Peoples.