

JOB POSTING

WORKPLACE PROGRAMS COORDINATOR (.60 FTE)

The Canadian Mental Health Association in BC has a provincial office and a network of 14 branches that deliver high quality community-based services and supports in over 100 communities to over 100,000 people per year living with a range of mental health and substance use problems across the province.

Reporting to the Director, Community Engagement, this position performs quality assurance and other coordinating functions for CMHA workplace programs, including “For My Health” and “Bottom Line Conference”. We are seeking someone who understands the complexities of mental health and substance use problems, enjoys the responsibilities of managing multiple projects, and who can thrive in a fast-moving and vision-driven work environment.

What does this role involve?

The Workplace Programs Coordinator is responsible for supporting and coordinating delivery of CMHA’s workplace programs.

The position has a range of specific responsibilities:

- Assist in consistent and meaningful product and process evaluation and research activities
- Coordinate For My Health screening events, including recruitment of experts
- Support execution of annual Bottom Line Conference
- Support Bottom Line Conference Advisory Committee strategic planning and attend monthly meetings
- Write and/or oversee messaging in various communication and marketing channels—emails, websites, e-newsletters, articles and social media—and engage program audiences, as appropriate
- Assist in presentations, displays, webinars and other marketing functions as needed
- Assist with researching and writing funding proposals and reporting to funders and donors (Helping to write reports for funders and clients)
- Partner with CMHA branches and National office as appropriate
- Liaises with CMHA BC trainers to support execution of training and workshops, including reviewing curriculum. (Supporting workplace mental health events)
- Partner with strategic external groups as directed by work plan
- Establish and maintain files and documentation in an appropriate and accountable manner according to established standards
- Monitor program and service expenditures
- Coordinating monthly webinars
- Contributing to the development of infrastructure to coordinate province wide workplace mental health initiatives
- Responding to inquiries (by phone) about trainings available
- Apply the Agency’s Diversity Lens and Framework for Support to all assignments associated with this role

We are looking for someone with a passion for improving workplace mental health as well as the following education and experience:

- Bachelor's degree in a relevant discipline
- At least 2 years relevant experience
- An equivalent combination of education, training, and work experience may be considered.
- Business development experience
- Managing projects, with a commitment to high standards of quality
- Engaging and consulting with clients and workplaces
- Supporting evaluation and monitoring
- Problem-solving, taking initiative and innovating
- Assessing and prioritizing multiple tasks, projects and demands
- Working collaboratively and independently
- Managing resources efficiently and cost-effectively
- Assisting with proposals and reporting to clients and funders
- Personal experience with mental health problems and services, through self or loved ones, is an asset in this role
- Previous experience in the charitable sector an asset

Knowledge, Skills and Abilities:

- Knowledge of psychological health and safety in the workplace
- Knowledge of the principles and practices of public health, health education, adult learning and health literacy
- Knowledge of social enterprise business development and understanding of the charitable sector
- Knowledge of the mental health system in BC
- Comfort and skill in facilitating meetings and tailoring and delivering program information to public and professional audiences.
- Proven ability in establishing and maintaining effective relationships and partnerships with internal and external stakeholders
- Strong research skills
- Ability to communicate effectively
- Knowledge of computer systems and software applications

Working conditions

- This position is located at CMHA BC Division offices in downtown Vancouver.
- The usual work week is 22.5 hours. Most work is accomplished during usual 9am to 5pm business hours, although the candidate will need to maintain some flexible scheduling during weekends and evenings. Individuals employed at this level are at times required to work outside usual office hours to meet program requirements.

Application Process:

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 no later than 5:00pm on April 6, 2017 to human.resources@cmha.bc.ca**

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

CMHA BC is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the Association.