

**HEALTHY  
MINDS**

creating connections. inspiring change.

**HEALTHY  
CAMPUSES**



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

## Healthy Minds | Healthy Campuses Provincial Coordinator (Temporary)

### **ABOUT US:**

Founded in 1918, [The Canadian Mental Health Association](#) (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

### **ABOUT THE JOB:**

We are seeking a Provincial Coordinator for the [Healthy Minds | Healthy Campuses](#) community of practice, on a temporary basis to provide coverage for a maternity leave for a period of 6-7 months. Reporting to the Senior Director, Policy, Research and Planning, and working closely in collaboration with the Knowledge Exchange and Social Learning Coordinator, the successful candidate will play an important role stewarding our community of practice (CoP). The CoP shares the common goal of promoting mental health and reducing risky substance use on BC post-secondary campuses.

### **WHAT YOU WILL BE DOING:**

In this role, the successful candidate will have responsibility for connecting campus communities through a CoP model and review its ongoing effectiveness through meaningful evaluation. You will have regular contact with a diverse range of campus community members, be an active member of campus committees and provincial working groups, and deliver engaging presentations and workshops in collaboration with campus partners. You will schedule, plan and facilitate regular teleconference meetings, webinars and other virtual learning events. The successful candidate will identify potential partners and liaise with a variety of campus stakeholders and organizations. Your duties will further include supporting a provincial student network, as they move forward with their strategic plan and goals for the year.

The Provincial Coordinator is responsible for coordinating the annual Summit event, including registration and bookings, creation the event program and co-facilitating the plenary sessions. You will play a lead role in managing the overall initiative and ensuring project milestones are met in a timely manner. The successful candidate will monitor and be accountable for all program expenditures and suggest remedial action when necessary. You will also write funding proposals and complete appropriate reporting to funders on a regular basis.

In collaboration with the Knowledge Exchange and Social Learning Coordinator, you will develop and facilitate access to appropriate evidence-based resources, and information about promising practices, to support province-wide inter-campus learning related to population focused and systemic responses to promote student mental health and reduce harmful substance use.

## **ABOUT YOU:**

You have a graduate degree in a relevant discipline (e.g. Public Health, Education, Social Work, Psychology) along with a minimum of 3 years of project management experience. An equivalent combination of education, training, and work experience may be considered. You must have knowledge of the principles and practices of mental health promotion and settings based approaches, and knowledge of the mental health and addictions system in BC.

You will also bring the following skills, knowledge and ability to the role:

- Experience writing reports and strategic planning documents
- Experience applying evidence-based practice and practice-based evidence in the context of campus mental health and substance use
- Ability to support communities of practice
- Comfort and skill in delivering engaging presentations and workshops, with the ability to tailor and present program information to public and professional audiences.
- Strong written, oral communication and presentation skills
- Skills to ensure the voice of students is included in the design, delivery and evaluation of the initiative
- Website management experience along with web-learning and facilitation experience.
- Resourcefulness and innovation to solve problems
- Familiarity with relevant mental health and substance use issues and evidence-based campus strategies to address them
- Demonstrated competence in the areas of establishing and maintaining effective relationships and partnerships with internal and external stakeholders
- Demonstrated skills in project management, time management, interpersonal communication, problem solving and an ability to manage a diverse task load.
  - Creativity, energy, and demonstrated ability to work both independently and collaboratively
  - Experience in planning and successfully implementing events (e.g. conferences, webinars, etc.)
  - Personal experience with mental health issues and services, through self or loved ones, is an asset in this role

## **WORKING CONDITIONS:**

The work location is CMHA BC Division offices in downtown Vancouver. The usual workweek is 37.5 hours. Most work is accomplished during usual business hours, although the candidate will need to maintain some flexible scheduling. Overtime may be required in this position.

## **HOW TO APPLY:**

Please submit your resume and a cover letter clearly documenting how you satisfy the requirements of the job, along with a 250 word blog entry that responds to the following statement: *"A mentally healthy campus community is....."* to [human.resources@cmha.bc.ca](mailto:human.resources@cmha.bc.ca). These documents should be in **PDF format**. The deadline for applications is 5 p.m. on **October 6th, 2016**. We regret that only short-listed candidates will be contacted to schedule an interview. To learn more about us visit our website at [www.cmha.bc.ca](http://www.cmha.bc.ca)

**We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.**