

CAREER OPPORTUNITY

COMMUNICATIONS COORDINATOR CMHA BC Division

CMHA BC Division has an exciting opportunity for a creative, energetic and innovative Communications Coordinator to support the functions of the Marketing and Communications department, primarily in the areas of graphic design, print production and promotional work for events and programs for other CMHA departments, Board Committees, CMHA Branches and/or other agencies on a fee-for-service basis.

What you will be doing:

- You will assist with developing fee-for-service quotes and proposals, liaise with clients and work with project leads to implement their creative vision
- Apply and promote CMHA and BC Partners graphic standards, including promoting CMHA as a charity and recognizing funders in all communications
- Update and help maintain CMHA BC and HereToHelp websites and extranets
- Perform extra project management duties related to stakeholders for Beyond the Blues including record-keeping, analysis and fielding routine queries
- Liaise with printers, mailing centres and warehousing services to ensure efficient delivery and storage of materials
- Provide backup support to other communications programs as needed, such as Mind Matters e-newsletter, and Visions Journal
- Establish and maintain files and documentation in an appropriate and accountable manner according to established standards.
- Apply the Agency's Diversity Lens and Framework for Support to all assignments associated with this role
- Other duties as assigned.

What you will bring to the role:

You will have at least 2 years post-secondary training in a relevant discipline, along with 3-5 years of relevant graphic design and print production experience. In addition, we are looking for these skills:

- Knowledge of the principles and practices of marketing and promotion, branding and public relations
- Knowledge of the principles and practices of effective graphic design
- Knowledge of specialized and personal computer systems, Internet, and software applications, particularly Adobe Creative Suite, Microsoft Office (Word, PowerPoint, Access, Excel, Outlook), and website content management systems.
- Solid design and conceptual skills with an awareness of current and future trends
- Project management, with a commitment to high standards of quality
- Ability to communicate effectively, both orally and in writing
- Social media experience an asset
- Strong copy editing and plain language writing skills.
- Experience in web site maintenance
- High level of accuracy, attention to detail and commitment to follow-through
- Excellent customer service
- Ability to assess and prioritize multiple tasks, projects, demands and deadlines
- Demonstrated ability to work independently, collaboratively, and under pressure to deadline;
- Demonstrated resourcefulness and innovation to solve problems
- Experience with establishing and maintaining effective relationships and partnership with internal and external stakeholders
- Knowledge of mental health landscape in BC an asset

Located in downtown Vancouver, we offer a flexible work environment along with a competitive salary and benefits package. There may be occasional periods where work outside normal office hours is required in order 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. We regret that only short-listed candidates will be contacted to schedule an interview. **Please submit in Word or PDF format no later than 5 p.m. on Friday, January 12, 2018 to human.resources@cmha.bc.ca.**

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. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

Located on the unceded territories of the Coast Salish Peoples.