



Canadian Mental
Health Association
British Columbia
Mental health for all

Career Opportunity

National Program Manager - Non-Profit

We are seeking a Program Manager to lead and manage our national flagship program, Living Life to the Full/Vivre sa vie, pleinement. This program is a community course that teaches skills to build resilience currently offered by CMHA affiliates and approved partners across Canada. The fun, practical, evidence-based course helps participants combat unhelpful thinking and behaviours, manage worry and stress, solve problems and build confidence. In this role, you will be responsible for the quality, growth and sustainability of the flagship program.

In addition you will be responsible for:

- Working with funders and affiliates to oversee delivery of the program to specific populations
- Offering and leading facilitator training workshops in different locations across the country
- Exploring, building and marketing an option to train new facilitators online
- Ensuring program successes and needs are regularly incorporated into fundraising and other CMHA communication
- Seeking out opportunities for presentations at strategic meetings and conferences
- Monitoring sales and inventory of program materials

You will also be responsible for ensuring quality by:

- Identifying unique approaches and methods to deliver the program and ensure ongoing program fidelity and accountability.
- Reviewing and updating the facilitator training curriculum, and other program policies and procedures
- Facilitating discussion and information sharing by the growing community of practice of course facilitators, identifying needs and gaps
- Leading and responding to evaluation data from branches and participants

The position involves Contract Management where you will:

- Communicate with funders as outlined in funding agreements
- Ensure that the program operates within the approved budget, monitoring and approving all budgeted program expenditures
- Ensure 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
- Lead the preparation of funding applications, and securing new affiliates and partners
- Liaise with key stakeholders for information sharing and program development

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 or public sector, ideally in a health or mental health context. A background in delivering psychoeducation interventions is an asset, but not required.

Other skills and abilities include:

- Strong written and verbal communication skills, preferably in both official languages, and in a Canadian context.
- Excellent project/program management skills
- Strong facilitation and training skills
- Excellent customer service, and the ability to work in a complex environment with complex relationships
- Non-profit program promotion and marketing
- Developing and maintaining relationships with stakeholders and funders
- 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
- Experience with budgeting
- Creativity and confidence in sourcing potential funding
- 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. Some 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. 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 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 nation-wide 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 gender identities, and others who may contribute to the diversity of our staff.

Located on the unceded territories of the Coast Salish Peoples.