

CAREER OPPORTUNITY

Program Administrative Coordinator Bounce Back – Reclaim Your Health

What does this role involve?

Reporting to the National Manager, Bounce Back, the Program Administrative Coordinator role provides support services focused on CMHA BC's provincial programs with a primary focus on Bounce Back: Reclaim Your Health. The primary role of the position is to provide both administrative support and data analysis and to assist the Program Manager in carrying out their work, while also maintaining some continuity of knowledge across provincial program areas. The role supports the Program Manager with all elements of the program management process, including the production of metrics, marketing materials, documentation and any other ad-hoc queries that may arise during the management of the program.

Specific responsibilities include:

- Provides administrative support to Program Manager on project duties such as producing program documentation, updating legal documents and contracts and producing marketing materials and strategies
- Co-ordinates all stakeholder meetings including preparing agenda, distributing packages, recording and distributing minutes and all other meeting logistics including travel bookings, accommodation, equipment needs and catering
- Responds to queries about and information requests related to the Bounce Back program
- Provides research assistance and administrative support to various provincial programs in assessing the impact of program delivery on population health across BC
- Literature searches, gathering and analyzing databases and statistical data, and compiling some basic user-friendly reports,
- Collates and manages data and metric including developing and producing executive reports;
- Organizes and maintains meeting notes and other records according to established standards and procedures
- Assists with the update of program materials, and the production of marketing materials.
- Responds to technical, database or IT queries as they relate to Bounce Back or other programs
- Advises and keeps the Program Manager updated and informed of issues which may arise at any meeting relating to Bounce Back or other provincial programs the role assists with
- Other duties as assigned

ABOUT YOU

- You will have a Bachelor's degree, in one of the following fields: psychology, public health, health administration, community development, public administration, or social work, along with 3 years relevant experience with a minimum of two years program support experience.
- In addition to having well-developed administrative skills to organize, administer and evaluate office support functions, you will also have excellent data collection and metrics experience as well as analysis skills including experience using database software and generating reports with a high level of proficiency in data integrity.
- You will have professional written and verbal skills with the proven ability to communicate effectively with all levels of the organization levels.

- You will have skills across the current range of office support technologies, primarily Microsoft applications, Network knowledge, Internet, statistical software and data management systems
- Demonstrated ability to work independently, collaboratively, and under pressure to deadline;
- Strong multi-tasking skills to prioritize, organize and meet deadlines
- Flexibility to work on a variety of projects;

This position requires the ability to exercise good judgment and to work with sensitive, critical and confidential matters in a professional manner.

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. **Please submit in PDF format no later than August 17, 2018 to human.resources@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. Bounce Back®: Reclaim Your Health is a free skill-building program designed to help individuals (aged 15+) experiencing mild to moderate depression or anxiety.

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.