



Canadian Mental
Health Association
British Columbia



CAREER OPPORTUNITY

Project Manager, Community Action Team Grants | OERC

About the Community Action Initiative (CAI)

CAI was created to support community-led projects focusing on mental health and substance use issues in British Columbia. We provide funding and training opportunities for community-based organizations across BC to develop and implement innovative service projects that respond to the needs of individuals and families experiencing mental health and/or substance use challenges in their communities. Our work complements the Provincial government's Pathway to Hope: A roadmap for making mental health and addictions care better for people in British Columbia, which charts a course to an improved future for health and well-being in B.C.

What you will be doing

Your primary role will be to support the ongoing implementation and management of a province-wide project. The project includes the management and administration of a \$2.5-million grants program in addition to supporting evaluation and knowledge exchange activities. The aim of the project is to support community-led opioid overdose prevention and response efforts across the province of British Columbia. This project is being delivered in partnership with the Ministry of Mental Health and Addictions (MMHA) Overdose Emergency Response Centre (OERC) as a part of a broader provincial effort. This position will require the successful candidate to work effectively with diverse stakeholders engaged in the response including community-based organizations, provincial government bodies and people / families with lived or living experience of substance use. This position reports directly to CAI's Executive Director.

This role requires an individual who will:

- Be a skilled project manager, developing and monitoring project plans to ensure the project achieves its goals and objectives
- Administer a \$2.5-million granting initiative to support the implementation of community-led overdose prevention and response in BC
- Manage a project budget and resources to ensure cost-effectiveness and program accountability
- Ensure reporting and accountability requirements of grants are met by grantees
- Be an effective communicator for successful project delivery
- Work collaboratively with diverse community groups across the province
- Support the CAI Manager of Policy, Learning and Evaluation and OERC evaluators by coordinating and compiling project related qualitative and quantitative data for quality improvement and reporting
- Contribute and where appropriate, lead knowledge translation efforts that promote high quality, evidence-based resources to guide and inform community-led approaches
- Develop project reports, briefing notes and status updates
- Participate in committees and working groups
- Other duties as assigned



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About you

You will have a Graduate degree in a relevant discipline (e.g. Public Health, Public Policy, Education, Social Work) and 2-3 years of project management experience and can demonstrate:

- Excellent project management skills including; project planning, resource and financial management, communication, risk management and problem solving
- Knowledge of the provincial substance use and addictions sector
- Knowledge of how to work effectively with diverse stakeholders
- Knowledge of education, prevention and harm reduction approaches to address substance use issues
- Excellent interpersonal, written and verbal communication skills
- Excellent working knowledge of Word, PowerPoint and Excel
- Excellent time management and organization skills
- Ability to work collaboratively and effectively with diverse communities and stakeholders

Knowledge translation, decolonizing practice and/or government relations experience will be considered an asset.

Working conditions

- This position is located in Vancouver. The usual workweek is 37.5 hours. Most work is accomplished during usual business hours however; the successful candidate will need to maintain some flexible scheduling. Travel may be required.
- This position is a unionized position under The Health Science Professionals Bargaining Association Collective Agreement. The rate of pay is \$34.95 per hour and it is at Grid Level 11.
- This position is offered as a 12-month contract (November 2020 – November 2021) with the possibility of extension.

HOW TO APPLY:

Applicants should submit a resume and cover letter outlining how they meet the specific requirements for this position. Please submit these documents in PDF format to human.resources@cmha.bc.ca by 5 p.m. on September 28, 2020. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

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.