

CAREER OPPORTUNITY

Healthy Minds | Healthy Campuses Co-Lead

We are searching for an energetic, outgoing and detail oriented Co-Lead for our Healthy Minds|Healthy Campuses initiative. Reporting directly to the Director, Mental Health Promotion you will steward a community of practice designed to support campus communities' work toward improving mental health and healthier relationships with substance use at post-secondary institutions in BC. The position also coordinates other CMHA BC post-secondary related services and supports including its bursary programs.

WHAT YOU WILL BE DOING

- Connect campus communities through a community of practice model and review its ongoing effectiveness
- Develop and maintain strategic partnerships to leverage knowledge, resources, and relationships that address campus mental health needs
- Ensure meaningful collaboration with co-leads at the Canadian Institute for Substance Use Research
- Directly oversee the overall initiative, milestones, and CMHA BC deliverables
- Curate, provide access to, and collaborate on appropriate evidence-based resources and promising practices
- Coordinate and facilitate meetings with the initiative's advisory groups and broader campus community members
- Participate in provincial level committees relevant to the initiative's mandate
- Coordinate learning events/opportunities, such as webinars, workshops, and Summit (annual conference) event in collaboration with campus and provincial partners
- Communicate and promote knowledge sharing between learning events through e-newsletters, social media, website, and community learning platform
- Facilitate discussions as needed at learning events and with specific campus planning tables
- Participate in budget preparation; monitor and be accountable for all initiative expenditures and suggest preventative or remedial action when necessary
- Monitor and complete appropriate reporting to funders
- Develop and deliver presentations and workshops at local, provincial, and national events
- Coordinate CMHA BC's suite of annual post-secondary bursary programs, from marketing to adjudication by volunteers, to follow-up
- Maintain relationships with bursary donors and bursary recipients
- Apply the Agency's Framework for Support in all assignments associated with this role
- Other duties as assigned

WHAT YOU WILL BRING TO THE ROLE:

Along with a Bachelor's degree in a relevant role, and a minimum of 3 years of project management experience, you will also have knowledge of the principles and practices of health (including mental health) promotion and harm reduction as well as knowledge of the non-profit and post-secondary sectors. Experience with adult education or learning principles would be an asset.

An equivalent combination of professional experience and education may be considered.

In addition, you will have:

- Experience with community/network engagement and outreach (ideally with communities of practice or learning communities)
- Excellent time management and organization skills
- Strong written and oral communication skills
- Experience with research and report-writing
- Resourcefulness and innovation to solve problems
- Experience in event planning
- Excellent presentation and facilitation skills along with the ability to tailor and present program information to public and professional audiences
- The ability to ensure the voice of students is included in the design, delivery and evaluation of the initiative (youth engagement experience an asset)
- Experience with e-communications (web-based, e-newsletter, social media) and related software

- Familiarity with relevant mental health and substance use issues and evidence-based campus strategies to address them
- Personal experience with mental health or substance use problems and services, through self or loved ones, is an asset in this role
- Recognition of complex factors and social determinants that contribute to barriers to inclusion

WORKING ENVIRONMENT

Our office is located in downtown Vancouver, easily accessible by transit. The usual work week is 37.5 hours, however, there may be an opportunity to work fewer weekly hours if interested. Most work is accomplished during usual business hours, although the candidate will need to maintain some flexible scheduling. Limited travel is a requirement.

HOW TO APPLY:

Applicants should submit a resume and cover letter outlining how they meet the specific requirements of the position. Please submit these documents in PDF format to human.resources@cmha.bc.ca by 5 p.m. on **October 26, 2018**. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

For more information about CMHA, BC Division, visit our website at www.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.

CMHA BC Division is located on the unceded territories of the Coast Salish Peoples.