

CAREER OPPORTUNITY

Program Administrative Coordinator Bounce Back – Reclaim Your Health

ABOUT THE ROLE

Reporting to the National Manager, the full time Program Administrative Coordinator 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(s) in carrying out their work, while also maintaining some continuity of knowledge across provincial program areas. The role supports the Program Manager(s) 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:

- Respond to queries about and information requests related to the Bounce Back program
- Provide research assistance and administrative support to various provincial programs in assessing the impact of program delivery on population health across BC.
- Conduct literature searches, gathering and analyzing databases and statistical data, and compiling basic user-friendly reports, as well as produce executive reports.
- Organize and maintain meeting notes and other records according to established standards and procedures.
- Assist with updating program materials, and the production of marketing materials.
- Respond to technical, database or IT queries as they relate to Bounce Back or other programs.
- Advise and keep the respective Program Manager updated and informed of issues which may arise at meetings relating to Bounce Back or other provincial programs the role assists with.
- Applies the Agency's Diversity Lens and Framework for Support in all assignments associated with this role.
- Make logistical arrangements for meetings with stakeholders.
- 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. This position requires the ability to exercise good judgment and to work with sensitive, critical and confidential matters in a professional manner.

You will also bring to the table:

- Well-developed administrative skills in organizing, administering and evaluating office support functions as well as skills across the current range of office support technologies, primarily Microsoft applications, Network knowledge, Internet, statistical software and data management systems.
- 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.
- Professional written and verbal skills with the proven ability to communicate effectively with all levels of the organization.
- Demonstrated ability to work independently, collaboratively, and under pressure to deadline.
- Fluency in a second language would be an asset.
- Flexibility to work on a variety of projects;

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 no later than June 30, 2019 to cmha.careers@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.

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.

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.