



## Career Opportunity

### Project Coordinator

#### ABOUT THE JOB

CMHA BC Division is looking for a 15-month Project Coordinator with excellent project management and organizational skills, and experience with mental health promotion to join the Healthy Minds | Healthy Campuses (HM|HC) Support Team.

The primary role of the Project Coordinator is to coordinate a project to assist post-secondary institutions across BC in implementing systemic suicide prevention initiatives. This includes supporting the management and administration of approximately \$1.5 million in grants. The Project Coordinator will be involved in managing project plans, schedules, tasks, budgets and expenditures, adjudicating funding proposals, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

HM|HC is a provincial community of practice (CoP) that connects campus stakeholders across post-secondary institutions in BC on the mandate of mental well-being and healthy relationships with substances. HM|HC work is done by employing health promotion principles and using a harm reduction framework. The new Project Coordinator will work closely with the HM|HC Co-Lead and report to the Leader, Health Promotion and Education.

#### DUTIES & RESPONSIBILITIES

- Collaborate with the HM|HC Support Team and work with the CoP to implement the project.
- Facilitate regular discussions that connect grantees to each other for mutual learning.
- Curate existing campus suicide prevention policies and standards for review and decision-making by project partners and stakeholders.
- Summarize and communicate information provided by suicide prevention knowledge experts to assist post-secondary institutions meet their program needs; organize grantee access to these experts as needed
- Oversee and provide administrative support for the application and adjudication process for the suicide prevention grant funding to post-secondary institutions.
- Manage grant program and contracts by reviewing for accuracy, ensure payments are consistent with contract terms, track and review the financial status of contracts to termination date.
- Communicate with grantees, and ensure reporting and accountability requirements of grants are met by grantees. Trouble-shoot any issues that arise.

- Work with the online granting system to ensure that the granting and reporting system is updated to reflect the needs of the project.
- Monitor the project budget and resources to ensure cost-effectiveness and program accountability.
- Produce standard project reports, briefing notes and status updates, and provide regular updates to the HM|HC Support Team, and other project stakeholders
- Support supervisor in meetings with government funders such as the Ministry of Mental Health and Addictions and Ministry of Advanced Education, Skills and Training.
- Perform other HM|HC related duties and work on other projects as required.

## QUALIFICATIONS

### **Education:**

- A Diploma in Business Administration or Bachelor's degree in a relevant discipline
- Five years of project and/or grant management experience **or** an equivalent combination of education, training and experience.
- Knowledge of the principles and practices of health (including mental health) promotion and harm reduction. Knowledge of suicide prevention principles a strong asset.
- Knowledge of youth engagement, adult education or learning principles an asset.
- Knowledge of the post-secondary and non-profit sectors.
- Knowledge of principles of health equity, health literacy, mental health and wellness, and social determinants of health, especially within student populations.

### **Experience:**

- Excellent project management and organizational skills including project planning to ensure the project achieves its goals and objectives, resource and financial management, and being an effective communicator for successful project delivery.
- Familiarity with the mental health and substance use service delivery systems and approaches in BC, including harm reduction. Particular experience with health initiatives in a post-secondary environment is an asset
- Experience working with key stakeholders such as government partners, non-profits, post-secondary administration, student services associations and student groups.
- Familiar with budgeting, grant administration, and financial expenditures.
- Experience with grant applications and grant platforms. Experience in working with provincial grants a strong asset.
- An understanding of the principles and practices of contract management.
- Resourcefulness and innovation to address problems.
- Experience establishing and maintaining effective relationships and partnerships with community networks.



- Ability to work in a self-directed capacity remotely, and the ability to assess and prioritize multiple tasks and demands.
- Excellent interpersonal, written and verbal communication skills, with knowledge of diversity and cultural safety principles.
- Experience organizing and facilitating meetings
- Excellent working knowledge of Word, PowerPoint and Excel.
- Excellent knowledge of virtual platforms such as Zoom, GoToMeeting, and Blue jeans.

## WORKING CONDITIONS:

- Our office is located in downtown Vancouver close to Skytrain and other amenities. Due to COVID- 19, working from the office is voluntary at this time and the work might be completed remotely.
- This is a casual part time temporary position with a usual workweek schedule of 30 hours with the potential to increase to full-time. Most work is accomplished during usual 8:30 am to 4:30 pm business hours.
- CMHA BC offers a competitive wage and benefits package, flexibility and work/life balance environment.
- The Project Coordinator is a unionized position under the Community Subsector Association Collective Agreement. The role is at Administrative Support Level 6, Grid 41. The hourly rate is \$29.95

## ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

## HOW TO APPLY:

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to [cmha.careers@cmha.bc.ca](mailto:cmha.careers@cmha.bc.ca). by 5 p.m. on November 23, 2020. We regret that only short-listed candidates will be contacted to schedule an interview.

***We are an equity employer and encourage applications from persons with disabilities; Black, Indigenous or people of colour; people of all sexual orientations and gender identities, and others who may contribute to our diversity.***