

CAREER OPPORTUNITY

WORKPLACE PROGRAMS COORDINATOR, Term Full-Time WORKPLACE EDUCATION

ABOUT THE JOB

CMHA BC Division is looking for a term full-time Workplace Programs Coordinator - Workplace Education to assist Workplace Programs Manager in the areas of program support including research and content development, along with evaluation and quality improvement. This position also provides support to trainers for the Workplace programs.

Duties and Responsibilities

Responsibilities include but are not limited to:

- Support the Workplace Programs Manager in daily operations of the workplace programs including but not
- limited to CMHA Workplace Branch Collaborative, Care for Caregivers, Care to Speak, Tourism/Hospitality
- Project, Understanding Addiction, and other general workplace training.
- Research and curate the most current, evidence-based resources and strategies related to workplace mental health and adult education, including monitoring media, academic literature and gray literature.
- Write and edit plain-language educational content for workshop curricula and project websites in consultation with stakeholders. This will include articles, presentation content and talking points, slides and scripts for webinars, plus outlines and curricula for online courses.
- Develop and deliver project presentations to tailored audiences.
- Coordinate the setup and improve the user experience and efficiency of the online Understanding Addiction course.
- Summarize evaluation feedback from training, identify themes for potential action by project team, and lead implementation of changes.
- Collaborate with CMHA Branches, funders, clients and industry stakeholders to implement the project as directed by work plan.
- Participate in stakeholder engagement, communications and evaluation plan development and execution.
- Track workshop and curriculum delivery and produce standard project reports, briefing notes and status updates.
- Monitor quality by reviewing materials and records for currency, consistency and fidelity to standards.
- Gather feedback to better support the community of trainers.
- Write procedural guides and other support tools for trainers.
- Investigate the optimal platforms and technologies for various training offerings, as needed.
- Apply the Agency's Framework for Support in all assignments associated with this role.
- Perform related duties and work on other projects as required.
- Update websites and promotional brochures regularly, focusing on quality, relevance, accuracy, readability and user experience.
- Coordinate and facilitate meetings with advisory groups, stakeholders, and partners.
- Monitor project expenses to ensure cost-effectiveness and program accountability; identify potential variances.
- Source potential vendors and solicit quotes for identified task.

Qualifications and Experience

The successful candidate will have a Bachelor's degree in a relevant discipline along with at least 2 years relevant experience in the non-profit sector, ideally in a health, mental health or adult education context.

An equivalent combination of education, training, and work experience may be considered. In addition, you will have knowledge of the principles and practices of public health, health education and training, health literacy, and online and adult learning.

Skills and Abilities

- Excellent presentation and facilitation skills (in-person and virtual) along with the ability to tailor and present program information to public and professional audiences.
- Knowledge of adult learning and engagement principles that can be applied to synchronous and asynchronous education experiences.
- Strong critical thinking skills with the ability to source information from academic research, subject matter experts (including those with living and lived experience), and other credible sources.
- Demonstrated ability to translate health information, complex ideas, and sensitive topics into engaging, plain-language resources for the public.
- Program/project coordination, ideally related to training and education. Experience with curriculum development an asset.
- Be exceptionally organized and proactive with ability to able to assess and prioritize multiple tasks and demands, along with excellent attention to detail.
- Experience with evaluation, outcome monitoring and quality improvement.
- Excellent customer service skills with the ability to build effective relationships and partnerships with internal and external stakeholders.
- Experience with community/network engagement and outreach.
- Confidence managing databases, content management systems, videoconference and other online platforms.
- Ability to work independently, collaboratively and under pressure.
- Intermediate skills in PowerPoint, Word, Excel and Outlook.
- Experience working in, with, or for a range of industries/sectors considered an asset.

Working Conditions

This is a term full-time position until March 30, 2023. 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. The successful candidate will be required to work 37.5 hours a week. Most work is accomplished during usual 9am - 5pm business hours, although the candidate will need to maintain some flexible scheduling during evenings and weekends on occasion. The Workplace Programs Coordinator is a unionized position under the Health Sciences Professionals Bargaining Association. The pay rate as determined by the HSPBA collective agreement is Wage Grid 8 at \$31.99 an hour.

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 by 5 p.m. October 15, 2021. 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, 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.