



Job Opportunity Workplace Special Projects Coordinator (1 year term)

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. CMHA BC engages volunteers in many different areas of interest and skill, from participation on our advisory committees, to community outreach and education. We are incredibly proud of the accomplishments of the staff and volunteers. In 2020, we helped amplify hundreds of voices and reached 15,000+ people as we advocated for changes to the Province's accessibility laws, and provided trusted mental health and substance use information through more than 4 million visits to our websites.

ABOUT THE ROLE:

CMHA BC Division is looking for a full-time Workplace Special Projects Coordinator to join the Education & Training department for a one-year term. Reporting to the Director, Education & Training, the Workplace Special Projects Coordinator will lead multi-faceted educational initiatives tailored to the priority sectors of: community and long-term health, community social services, hospitality, and tourism.

DUTIES AND RESPONSIBILITIES:

Responsibilities include, but are not limited, to:

- Update, adapt, and follow relevant project charters, project plans, content calendars, budgets, and schedules associated with initiatives such as BC's Hub for Workplace Mental Health and Care for Caregivers;
- Select and follow project management methods, procedures, quality objectives, and track metrics for assessing progress;
- Develop and maintain a productive working relationship with numerous stakeholders including sector and peer groups (employers and employees), health and safety associations (including sector Learning Coaches), project funders (primarily Ministry of Mental Health & Addictions), CMHA BC colleagues, and more;
- Coordinate vendors, contractors, and CMHA team to ensure websites and web applications are up-to-date, and that quality content is produced and uploaded in a timely fashion;
- Vet all project materials for quality, accuracy, and alignment with CMHA BC values;
- Support third-party evaluation process, supporting contractor with stakeholder coordination and removing barriers to effective evaluation;
- Assess variances from the project plans, budgets and schedules and implement changes as necessary to ensure that the project remains within specified scope, timelines, and cost;
- Use appropriate tools to report on project metrics and progress;
- Identify cross-over opportunities for client stewardship and revenue generation in collaboration with Workplace Programs Manager and Director, Education & Training;
- Represent projects and present at roundtables, industry conferences, and similar as needed;
- Contribute to the production of content and course facilitation as needed;
- Performs other related duties as required.

BASIC REQUIREMENT:

- Criminal Record Check including vulnerable sector.

QUALIFICATIONS:

- Bachelor's degree in Human and/or Social Services (e.g. Social Work, Psychology, Counselling..) or higher in a relevant discipline.
- 3-5 years demonstrated experience managing multiple complex projects with diverse stakeholders and dispersed teams;
- Confident public speaker with experience creating and delivering presentations for internal stakeholders, funders, and public audiences;
- Strong interpersonal, critical thinking, and communication skills with a high degree of tact and discretion;
- Knowledgeable about evaluation and data collection best practices with experience analyzing data and producing reports and briefings tailored to different stakeholders;
- Proficient in Microsoft Office Suite, including Power Point and Excel;
- Exceptional technological skills with experience across learning management systems (e.g. Articulate 360, Thinkific), web publishing platforms (e.g. Wordpress, Strapi), and project management tools;
- Some experience with Adobe Creative Suite or comparable design programs an asset;
- Mental health education/certifications and/or experience implementing workplace psychological health and safety initiatives an asset; alternatively, leadership experience in one or more of the priority sectors listed above (e.g. hospitality) an asset.

WORKING CONDITIONS:

- The work location is CMHA BC Division offices in downtown Vancouver.
- This is a 1 year term position with the possibility of extension based on funding and department revenue.
- The usual workweek is 37.5 hours. Most work is accomplished during usual 9 a.m. to 5 p.m. business hours.
- The Workplace Programs Special Projects Coordinator role is a unionized position under the Health Science Professionals Bargaining Association Collective Agreement and the pay rate is at \$31.99 per 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. on July 8, 2022. 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.