

Job Opportunity Workplace Content & Curriculum Specialist (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 JOB

The Canadian Mental Health Association, BC Division is looking for a temporary, full-time Workplace Content & Curriculum Specialist to join our Education & Training team for up to one year. Reporting to the Manager, Workplace Programs, the position involves sourcing and developing educational content for websites, apps, and workshops 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:

- Contribute to content calendars and planning cycles by staying up-to-date on relevant data trends and best/promising practices across the priority sectors for BC's Hub for Workplace Mental Health and Care for Caregivers initiatives, as well as workplace psychological health and safety, occupational health and safety, and mental health more broadly;
- Research and write curricula for workshops, online course modules, presentation and scenario scripts, articles, website copy, interview questions and transcripts (for video), toolkit materials, copy for posters and other take-away resources, and support Communications & Marketing department in promoting these initiatives through key messages;
- Ensure all content meets CMHA BC's standards for quality, accuracy, and alignment with core values (including quality control and collaboration on contractor and partner submissions);
- Lead and participate in stakeholder focus groups to seek new ideas and perspectives, and ensure all content and delivery models are accessible and relevant to the needs of employees, employers, industry associations, and more;
- Use appropriate tools to report on project metrics and progress;
- Co-facilitate virtual workshops and presentations with industry partners and department colleagues as needed;
- Record scripted videos for asynchronous/recorded webinars and educational modules as needed;
- Performs other related duties as required.

QUALIFICATIONS & EXPERIENCE

- Bachelor of Arts: English, Journalism, Technical Writing, Communications, or Bachelor of Education or equivalent. A combination of education and experience will be considered.
- Skilled writer with demonstrated ability to translate health information, complex ideas, and/or sensitive topics into engaging, plain-language resources for a range of audiences and formats;
- Well-organized and process-oriented with the ability to manage multiple deliverables, meet deadlines, and confidently inform deadlines during the planning process;
- Comfortable with public speaking and being on video;
- Knowledge of adult learning and engagement strategies that can be applied to live virtual webinars, in-person workshops, or self-paced online courses;
- Strong critical thinking skills with the ability to source information from various areas such as academic research, subject matter experts (including those with living and lived experience), and other credible sources;
- Proficient in Microsoft Office Suite;
- Exceptional technological skills;
- Experience across learning management systems (e.g. Articulate 360, Thinkific) and web publishing platforms (e.g. Wordpress, Strapi) considered an asset;
- Some experience with Adobe Creative Suite or comparable design programs an asset;
- Experience presenting to all levels including supervisors, or managers in any sector is considered an asset;
- Mental health education/certifications and/or experience implementing workplace psychological health and safety initiatives an asset.

BASIC REQUIREMENTS:

- Criminal Record Check including vulnerable sector.

Working conditions

- This is a term position for up to 12 months.
- This position is located at CMHA BC Division offices in downtown Vancouver.
- The usual work week is 37.5 hours. Most work is accomplished during usual 9am to 5pm business hours, although the candidate will need to maintain some flexible scheduling during weekends and evenings.
- The Workplace Content & Curriculum Specialist 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 October 5, 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.