

## Job Opportunity

### Healthy Minds | Healthy Campuses Co-Leady

#### ABOUT THE ROLE:

We are searching for a Co-Lead for our Healthy Minds | Healthy Campuses initiative to join our team. Reporting directly to the Leader, Health Promotion and Education, you will steward a community of practice designed to support campus communities' work toward improving mental health and healthier relationships with substance use at post-secondary institutions in BC. The position also coordinates other CMHA BC post-secondary related services and supports including its bursary programs.

#### DUTIES AND RESPONSIBILITIES:

The duties and responsibilities associated with this position are described below. Please note that this is not an exhaustive list.

- Connect campus communities through a community of practice model and review its ongoing effectiveness
- Develop and maintain strategic partnerships to leverage knowledge, resources, and relationships that address campus mental health needs
- Ensure meaningful collaboration with co-leads at the Canadian Institute for Substance Use Research
- Directly oversee the overall initiative, milestones, and CMHA BC deliverables
- Curate, provide access to, and collaborate on appropriate evidence-based resources and promising practices
- Coordinate and facilitate meetings with the initiative's advisory groups and broader campus community members
- Participate in provincial level committees relevant to the initiative's mandate
- Coordinate learning events/opportunities, such as webinars, workshops, and Summit (bi-annual conference) event in collaboration with campus and provincial partners
- Communicate and promote knowledge sharing between learning events through e-newsletters, social media, and website
- Facilitate discussions as needed at learning events and with specific campus planning tables
- Participate in budget preparation; monitor and be accountable for all initiative expenditures and suggest preventative or remedial action when necessary
- Monitor and complete appropriate reporting to funders
- Develop and deliver presentations and workshops at local, provincial, and national events
- Coordinate CMHA BC's suite of annual post-secondary bursary programs, from marketing to adjudication by volunteers, to follow-up
- Maintain relationships with bursary donors and bursary recipients
- Apply the Agency's Framework for Support in all assignments associated with this role
- Respond to information requests from the public and partners
- Other duties as assigned

#### ABOUT YOU:

Along with a bachelor's degree in a relevant role, and a minimum of 3 years of project management experience, you will also have knowledge of the principles and practices of health (including mental health) promotion and harm reduction as well as knowledge of the non-profit and post-secondary sectors. Experience with adult education or learning principles would be an asset as is understanding and experience activating the Okanagan Charter: An International Charter for Health Promoting University and Colleges.

An equivalent combination of professional experience and education may be considered. In addition, you will have:

- Experience with community/network engagement and outreach (ideally with communities of practice or learning communities)
- Excellent time management and organization skills

- Strong written and oral communication skills
- Experience with research and report-writing
- Resourcefulness and innovation to solve problems
- Experience in event planning
- Excellent presentation and facilitation skills along with the ability to tailor and present program information to public and professional audiences
- The ability to ensure the voice of students is included in the design, delivery and evaluation of the initiative (youth engagement experience an asset)
- Experience with e-communications (web-based, e-newsletter, social media) and related software
- Familiarity with relevant mental health and substance use issues, including suicide prevention, and evidence-based campus strategies to address them
- Personal experience with mental health or substance use problems and services, through self or loved ones, is an asset in this role
- Recognition of complex factors and social determinants that contribute to barriers to inclusion

#### **WORKING CONDITIONS:**

- Our office is in downtown Vancouver, easily accessible by transit.
- The usual work week is 37.5 hours. Most work is accomplished during usual business hours, although the candidate will need to maintain some flexible scheduling.
- Limited travel is a requirement.
- The Healthy Minds|Healthy Campuses Co-Lead position is a unionized position under the Health Sciences Professionals Bargaining Association.
- The pay rate as determined by the HSPBA collective agreement is at wage grid 8 with an hourly rate of \$31.99

#### **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 [careers@cmha.bc.ca](mailto:careers@cmha.bc.ca) by 5 p.m. January 27, 2023. The subject line should mention “Healthy Minds | Healthy Campuses Co-Lead”. We regret that only short-listed candidates will be contacted to schedule an interview.

For more information about CMHA, BC Division, visit our website at [www.cmha.bc.ca](http://www.cmha.bc.ca).

#### **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 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.*

*The CMHA BC Division office is located on the traditional, unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətaʔ (Tsleil-Waututh) Nations.*