

## JOB OPPORTUNITY

### Health Communications Assistant, Healthy Minds | Healthy Campuses

#### ABOUT THE JOB

CMHA BC Division is looking for a Health Communications Assistant with excellent organizational, project management and communications skills to assist with the dissemination of our scholarships and bursaries program, as well as the Healthy Minds | Healthy Campuses (HM|HC) team. HM|HC is a provincial community of practice (CoP) that connects campus stakeholders across post-secondary institutions in BC around 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 Health Communications Assistant reports to the Co-Lead, Healthy Minds | Healthy Campuses.

#### DUTIES AND RESPONSIBILITIES

- Processes bursary and scholarship applications.
- Imports and exports data in the community-of-practice database.
- Posts new site content to healthcampuses.ca, does website maintenance and quality assurance, such as fixing links, managing files, preparing images, and editing to meet style guidelines.
- Writes informational and promotional copies for e-newsletters, social media, and other communication materials.
- Supports supervisor in arranging logistical details for learning events, both virtual and in-person
- Supports supervisor in creating/maintaining strategic partnerships and integrating student involvement.
- Monitors social media for news related to campus mental health.
- Organizes and schedules meetings and takes meeting minutes when required.
- Writes and distributes emails, correspondence memos, letters, and forms.
- Helps prepare regularly scheduled reports.
- Prepares materials for grantees, advisory committee members or delegates of learning events.
- Develops and maintains digital filing system.
- Reviews invoices from suppliers for accuracy and prepares cheque requisition forms for Manager approval.
- Performs other administrative and coordination duties as required.

#### ABOUT YOU

##### Qualifications

- This job is funded through the Canada Summer Jobs program. To be eligible, applicants must:
  - be between 15 and 30 years of age at the beginning of the employment period.
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment (Note, \*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents), and
  - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

##### Education, Experience, and Skills

- Interest, knowledge, or experience working in health, health promotion, harm reduction, ideally in the non-profit sector.
- Familiarity with higher education and campus communities a strong asset.
- Experience with procedures involved in administration of grants, awards, or bursaries a strong asset.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent project management, time management, and organizational skills, including attention to detail and ability to work remotely, meet deadlines and solve problems creatively.
- Familiarity and comfort with communication platforms (e.g., Mailchimp, X(Twitter)), collaboration apps (e.g., MS Teams), website content management systems (e.g., WordPress), as well as confidence learning new software or apps.
- Excellent working knowledge of MS Office (Outlook, Word, PowerPoint, SharePoint and Excel).

- Experience with social media on behalf of an organization or campaign.
- Experience in event planning, including conferences and organizing and facilitating meetings.
- Strong customer service skills and follow-through.
- Interest, knowledge, or experience working with concepts of equity, diversity, and cultural safety.
- Lived experience related to mental health and/or substance use problems is considered an asset.

## Our key values and principles

The successful candidate will be expected to consistently conduct themselves in alignment with CMHA BC's Core Values of:

- Inclusive
- Proactive
- Compassionate
- Steadfast
- Collaborative

## WORKING CONDITIONS

- This is a 14-week term role and is located in downtown Vancouver. The position may be able to be extended.
- The usual work week is 30 hours.
- Combination of working from home and working from office required.
- The Administrative Coordinator is a unionized role with the Health Services and Support – Community Subsector Association. The hourly wage is \$24.76-\$26.38.
- CMHA BC will collect union dues on behalf of the Health Sciences Association.

## HOW TO APPLY

Please submit a cover letter and resume including your relative experience (novice, intermediate or advanced) with various communication and software applications such as those mentioned in this posting to [careers@cmha.bc.ca](mailto:careers@cmha.bc.ca) by 5 p.m. May 6, 2024.

The subject line should mention " Health Communications Assistant ".

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).

***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.***

## 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.

***We respectfully acknowledge xʷməθkʷəy̓ əm (Musqueam), Skwxwú7mesh (Squamish), səliłwətaʔ (TsleilWaututh), Lkwungen (Songhees) and Wyomilth (Esquimalt) peoples on whose traditional, unceded lands the CMHA BC offices are located.***