

JOB OPPORTUNITY

Health Communications Assistant, Healthy Minds | Healthy Campuses (Term, Part-Time)

ABOUT THE JOB

CMHA BC Division is looking for a Health Communications Assistant with excellent organizational, project management, website and communications skills to assist with the planning and execution of our upcoming Summit event, as well as the Healthy Minds | Healthy Campuses (HM|HC) team. This role is crucial for ensuring the seamless execution of all Summit activities. HM|HC is a provincial community of practice 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

- Assists with coordinating various aspects of the Summit, including speakers' coordination, program development, and attendee management.
- Coordinates registration processes and communication with participants.
- Supports event-day operations and logistical troubleshooting during the event.
- Coordinates logistics for virtual equipment and technology needs, including audio/visual equipment and software.
- Posts new site content to healthcampuses.ca, and reviews and maintains quality of website content such as fixing links, managing files, preparing images, and editing to meet style guidelines.
- Writes informational and promotional copy for e-newsletters, social media and other communication materials.
- Assists with Beyond the Blues education-event coordination at BC campuses including helping with promotion, follow-up, materials tracking and evaluation.
- Monitors social media for news related to campus mental health.
- Assists in scheduling and preparing for meetings and takes meeting minutes when required.
- Helps prepare regularly scheduled reports.
- Prepares materials (such as emails, letters or forms) for stakeholders such as grantees, advisory committee members or delegates of learning events.
- Prepares cheque requisition forms for supervisor-approved invoices.
- Performs other administrative, communications and coordination duties as required.

ABOUT YOU

Education and Experience

- Previous experience in event planning, including conferences and meetings.
- 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.
- Interest, knowledge, or experience working with concepts of equity, diversity, and cultural safety.
- Detail-oriented with excellent organizational abilities.
- Ability to manage schedules and coordinate multiple tasks simultaneously.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Experience, Skills, and Abilities

- 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.

- Experience in event planning, including conferences and organizing and facilitating meetings.
- Strong customer service skills and follow-through.
- Experience with social media on behalf of an organization or campaign.
- Familiarity with communication platforms (such as Mailchimp, X (Twitter)), website content management systems (such as WordPress) and collaboration apps (such as Zoom and MS Teams), as well as confidence learning new software or apps.
- Excellent working knowledge of MS Office (Outlook, Word, PowerPoint, Excel AND SharePoint)
- Experience using social media on behalf of an organization or campaign.
- Ability to work remotely with team members.
- 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

- Our office is located at CMHA BC Division office in downtown Vancouver.
- This is a 0.6 term part-time position until March 2025.
- 'Health Communications Assistant' is a unionized position under the Community Subsector Association Collective Agreement. The hourly wage is \$24.76-\$26.38
- Combination of working from home and working from office required.

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 by 5 p.m. Oct 18th, 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.

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.

We respectfully acknowledge xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), sə́ilwətaʔ (Tsleil-Waututh), Lkwungen (Songhees) and Wyomilth (Esquimalt) peoples on whose traditional, unceded lands the CMHA BC offices are located.