Healthy Campus Alberta Student Event Assistant

**Compensation:** $22/hour  
**Organizational Status:** Temporary, part-time  
**Hours of Work:** 16-20 hours per week  
**Supervisor:** Healthy Campus Alberta Operations Coordinator  
**Term of Position:** November 1, 2020 – June 30, 2021  
**Position Location:** Flexible

Reporting to the Healthy Campus Alberta Operations Coordinator, the Student Event Assistant is responsible for coordinating a spring mental health Summit for the Healthy Campus Alberta Community of Practice.

The Healthy Campus Alberta Wellness Summit has been a flagship annual gathering for Alberta’s post-secondary mental health and wellness community of practice since 2013. Summits are a great place to celebrate the amazing work across the province, be inspired, learn from others, and connect in community with like-minded people who are passionate about post-secondary mental health and addiction. In June 2020, we held our first ever online Summit and look forward to expanding our online event offerings for 2021.

This position will work closely with the Healthy Campus Alberta team and members of the Community of Practice to facilitate the development of the event agenda, coordination of the advisory committee and management of all event logistics for a successful online event. In the process of these activities this position will liaise with multiple partners in the post-secondary, community and government sectors.

Healthy Campus Alberta is a post-secondary community of practice comprised of students, post-secondary service providers, and community stakeholders who are dedicated to supporting post-secondary mental health on Alberta campuses. Healthy Campus Alberta aims to create an inclusive, collaborative, and community integrated approach to mental health and wellness across post-secondary institutions in Alberta. The community of practice achieves this through accessible and sustainable program ideas; sharing best practices and research; and fostering a culture of support and compassion for all post-secondary institutions across Alberta, all while recognizing their unique needs for success. The Healthy Campus Alberta staff team works to facilitate and support the life of the Community of Practice.

The location for this position is flexible. Currently, the Healthy Campus Alberta team works 100% remotely using various online platforms. Depending on changes to AHS recommendations through the term of this contract, some travel may be required for in-person meetings and events.

This position is offered through Healthy Campus Alberta, a named project under the Canadian Mental Health Association, Alberta Division.

Position duties will include the following:

- Complete a handover period with the outgoing Student Events Assistant
● Research and identify relevant topics for the Summit in consultation with the HCA Team and Advisory Committee
● Investigate and set up online software / platforms and ensure technical aspects operate smoothly
● Coordinate scheduling, agendas and communications for the Advisory Committee
● Review previous Advisory process to gather relevant ideas / initiatives / feedback
● Coordinate logistics and planning of events and agenda in consultation with the Advisory Committee and the Healthy Campus Alberta team
● Coordinate meetings, communication and support for event presenters and panelists
● Gather and share promotional content with the Student Communications Assistant
● Manage registration process in collaboration with the HCA Project Assistant and Administrative Assistant
● Coordinate with other members of the Healthy Campus Alberta team to evaluate the effectiveness/sustainability of the the event and make recommendations for improvement
● Active participation in the Healthy Campus Alberta team including attending orientation day, weekly meetings, events and interacting on the online team platform

Qualifications
● The successful candidate should possess the following:
  ○ Interest in/and understanding of post-secondary mental health
  ○ Current enrollment in a program at an Alberta post-secondary institution
  ○ Experience in event planning and management
  ○ Completion of post-secondary course work related to event planning, adult learning, community engagement, or administration is preferred
  ○ Demonstrates initiative, adaptability, ability to problem solve, and a willingness to learn
  ○ Ability to work independently and manage tasks
  ○ Superior attention to detail skills and organization
  ○ Possesses tact and discretion and maintains confidentiality
  ○ Excellent verbal and written communication skills
  ○ Computer proficiency in Microsoft Office Applications (Word, Excel, Outlook, Powerpoint)
  ○ Familiarity with Microsoft collaboration tools (Sharepoint, Teams) and videoconferencing / online event management software is an asset
  ○ Experience in service related fields, student government, club or event planning, online event planning is an asset

Application Requirements - please send via email by October 13, 2020 to admin@healthycampusalberta.ca
● Must include a resume
● Must include a cover letter which includes information of their current program of study (including degree/specialization, year) and academic institution (City/Town), contact information for self

Contact Information
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