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## Healthy Campus Alberta Coordinator

**Compensation:** \$40/hour, health and dental benefits

**Hours of Work:** 32 hours per week

**Reports To:** CMHA Alberta Program Director

**Start Date:** June 1, 2024

**Position Location:** Hybrid (requires travel for in person meetings and events)

**Nature of the Work** (*To whom position reports, complexity and amount of work/peak periods, other conditions: e.g. shift work, callout, dangerous or stressful conditions etc.*):

Healthy Campus Alberta (HCA) is a post-secondary community of practice (CoP) comprised of students, post-secondary service providers, and community partners who are dedicated to supporting post-secondary mental health on Alberta campuses. HCA aims to create an inclusive, collaborative, and community integrated approach to mental health and wellness across post-secondary institutions in Alberta. The CoP achieves this through accessible and sustainable programs; 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 facilitates and supports the life of the CoP.

Utilizing a collaborative project management approach, the main purpose of this position is to engage post-secondary stakeholders in Alberta around the collective priority of student mental health and developing of a dynamic and engaging community of practice for HCA members. The Coordinator will involve various post-secondary institutions, government, and community partners in collaborative learning activities, such as hosting an annual in-person Wellness Summit, webinars, events, and community meetings, and organizing other online tools such as the website, shared drive and/or newsletter to support collaboration and knowledge exchange.

The Coordinator will focus on collective learning, community engagement and community building, knowledge exchange and co-creation, and building collective responsibility within the CoP.

Responsibilities include administration of the CoP, HCA human resourcing, CMHA-AB relationships, logistics and operations, knowledge translation supporting the advisory group and CoP, grant reporting, fiscal accountability, impact evaluation collection, and the coordination of potential contracted services such as videography and website development.

The HCA Coordinator position requires excellent time management and problem-solving skills with an emphasis on systematic approaches. There is a high volume of work, multiple priorities and numerous partners to be managed. The ability to work in a collaborative team environment is important as well as the ability to interact with others in a courteous, patient, and helpful manner.

The Healthy Campus Alberta team works remotely using various online platforms. Some travel will be required for in-person meetings and events. This position works 32 hours per week. Work times are

flexible, however, there is a need to develop common work schedules for the team to support team collaborations and accommodate meeting times.

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

**Primary Purpose of the Position** (*Key purpose, functions, roles*):

The main purpose of this position is to coordinate the smooth operation and effectiveness of HCA.

**Qualifications/Expertise:**

- Undergrad degree or diploma in a related field, for example Health Promotion or Social Work
- Knowledge of the non-profit sector
- Familiarity with relevant mental health and substance use issues and evidence-based campus strategies
- Experience in community development, fostering connection, collaboration and knowledge exchange
- Experience in public speaking, presenting, and facilitation of groups
- Project management experience is an asset
- Excellent time management and organization skills
- Strong relationship building skills
- Mentoring skills and experience in team leadership
- Experience writing reports and strategic planning documents
- Strong written, oral communication and presentation skills
- Resourcefulness and ability to innovate to solve problems in both independent and collaborative work spaces

**Accountabilities** (*Results and outcomes expected when roles are carried out successfully. If desired, add a list of tasks/duties at the end of this section*):

Team & Community Coordination

- Coordinate and implement HR processes, policies, and procedures associated with the HCA team including onboarding and mentoring student hires ('student staff')
- Supervise the HCA Team, including approving student staff timesheets
- Mentor the Community Engagement Assistant student
- Support the HCA Advisory Group meetings, including preparing agendas and data summaries from community feedback
- Support and coordinate development of the CoP including: building and maintaining relationships with Alberta post-secondary campuses and other partners, campus visits
- Participate in visits to post-secondary campuses across Alberta as needed
- Be a member of the CMHA Leadership Team
- Coordinate contracted services (videography/website development)

### Knowledge Exchange

- Enhance the understanding and practice related to post-secondary mental health by the dissemination of information related to best practice and creating spaces for conversation related to implementing evidence-informed mental health promotion programs, policies, and practices
- Identify and share resources relevant to post-secondary mental health
- Manage the learning calendar, invite and organize presenters, and facilitate webinars
- Serve as the main point of contact for planning, promoting and facilitating CoP events (i.e., Regional Gatherings) and act as a consultant to the Wellness Summit event planner
- Collect impact stories and archive the community history

### Project Management

- Monitor and be accountable for all project expenditures and suggest remedial action when necessary
- Manage online tools such as the shared drive, newsletter, and website, including monitoring website development and overseeing accounts for applications and platforms (i.e., Zoom)
- Coordinate with other HCA Team Members and Advisory Group the ongoing evaluation plan for Healthy Campus Alberta including consistent and meaningful evaluation, outputs and outcomes; making needed changes and improvements as indicated
- Work with the administrator, Advisory Group and CMHA leadership to develop proposals, budgets, and reports to funders and CMHA
- Ensure the Healthy Campus Alberta brand identity is in alignment with branding guidelines

### **Application Requirements - please send via email by May 15, 2024 to [Mesau@cmha.ab.ca](mailto:Mesau@cmha.ab.ca)**

- Must include a resume
- Must include a cover letter which includes contact information

### Contact Information

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