

Healthy Campus Alberta Event Assistant (Student Role)

Compensation: \$24/hour

Organizational Status: Temporary, part-time

Term of Position: January 5, 2026-June 30, 2026

About Us:

The Canadian Mental Health Association Alberta Division and Centre for Suicide Prevention (CMHA AB + CSP) builds systems of care for community mental health and suicide prevention by convening, educating, and funding partner organizations, incubating new programs, and driving systems change. We are a charitable organization operating within the CMHA Federation at the provincial level to enhance the mental health of all Albertans.

About the Program:

Healthy Campus Alberta (HCA) is a post-secondary community of practice (CoP) comprised of students, staff, faculty, and community partners who are dedicated to supporting mental health and well-being on Alberta campuses. Healthy Campus Alberta aims to create an inclusive, collaborative, and community-integrated approach to mental health and well-being across post-secondary institutions in Alberta. The community of practice achieves this through sharing initiatives, best practices, and research, collaborating on accessible and sustainable program ideas, and cultivating 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 CoP.

Job Description:

Reporting to the Healthy Campus Alberta Coordinator, the Event Assistant will support the planning of a two-day 2026 Wellness Summit for the Healthy Campus Alberta Community of Practice (CoP).

The Wellness Summit is Healthy Campus Alberta's annual gathering for Alberta's post-secondary mental health and well-being community, held in person since 2013. This role involves working closely with the HCA team and the broader CoP to coordinate logistics, support agenda development, and collaborate with post-secondary, community, and government partners to ensure successful events.

Responsibilities include, but are not limited to:

- Plan and manage logistics for the 2026 HCA Wellness Summit in Edmonton, including liaising with venue contacts, planning venue logistics, coordinating volunteers, catering details, organizing project management flow, etc.
- Supporting logistics and providing day-of support for two Regional Gathering (one online, one in Calgary), as needed.
- Chair a Summit Planning Committee, including facilitating meetings and tracking follow-up actions
- Reviewing previous Summit feedback to gather relevant ideas to contribute to the planning of this year's Summit and related activities

- Supporting the HCA Coordinator with Summit programming, including coordinating the invitation to present (IVP) process, building the agenda, and liaising with presenters, keynote speakers, and panelists
- Preparing Summit materials such as programs, maps, and signage
- Supporting the process of travel reimbursement for presenters and travel reimbursement fund (TRF) applicants
- Supporting evaluation and reporting of the Summit, including internal and community reports
- Participating actively in the Healthy Campus Alberta team, including attending orientation day, weekly meetings, events, and interacting on the online team platform
- Perform other related duties as identified to meet the needs of the CoP

Requirements:

The successful candidate should:

- Be enrolled at a post-secondary institution in Alberta for the 2025-26 academic year.
- Have an interest in and strong understanding of post-secondary mental health and well-being.
- Demonstrate proven experience in event planning and management.
- Be self-motivated and detail-oriented with excellent organizational, prioritization, and time-management skills for working independently.
- Possess strong verbal and written communication skills with a high level of professionalism and tact
- Be adaptable and demonstrate effective problem-solving skills.
- Be a collaborative team player, open to feedback, eager to learn, and willing to grow in the role.
- Be proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and Microsoft Office Business Essentials (SharePoint, Teams); familiarity with Loop and Canva is an asset.
- Be available to attend Healthy Campus Alberta events, such as Regional Gatherings and the Wellness Summit.

Hours:

This temporary, part-time position is based on a 16-hour work week with possible 4-6 hour extensions leading up to and during important events. This position is remote, with the option to work in either our Calgary or Edmonton office if desired. **Occasional travel will be required for in-person meetings and events, including overnight commitments.** Work times are flexible; however, to support team collaborations and accommodate meeting times, this position requires a **minimum of 10 hours per week to be distributed Monday to Thursday between 8AM and 5PM.**

Application Requirements - please send via email by **Friday, November 30, 2025** to recruitment@cmha.ab.ca.

- Must include a resume/CV
- Must include a cover letter which includes current program of study (including degree/specialization, and year), academic institution (including city/town), and contact information. Letters can be addressed to HCA's Coordinator, Kyrsti MacDonald.
- While we appreciate all applications, we will only contact candidates who meet the requirements for the position. Please note that we are unable to accept phone calls about this position.