
Position: Healthy Campus Alberta Community Engagement Assistant

Compensation: \$24/hour

Organizational Status: Temporary, part-time (16 hours/week)

Term of Position: September 8, 2026 – June 30, 2027

About Us

Canadian Mental Health Association Alberta Division and Centre for Suicide Prevention (CMHA AB + CSP) is a leader in community mental health and suicide prevention across the province. Together with the CMHA Regions, we're building connected, resilient communities where people's wellbeing is supported locally – by a friend, a peer, or a support group through their local CMHA. We lead by convening, educating, funding partner organizations, incubating new programs and driving systems changes. We are a charitable organization operating within the CMHA Federation at the provincial level to enhance 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 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. Healthy Campus Alberta is a named project of the Canadian Mental Health Association, Alberta Division and Centre for Suicide Prevention (CMHA AB + CSP).

Job description

Reporting to the Healthy Campus Alberta Team Lead, the Community Engagement Assistant supports engagement with Alberta's provincial community of practice. This position will work with the HCA staff team to support events, online engagement, and the overall life of the community. This includes building relationships with student leaders across Alberta post-secondary campuses, liaising with groups such as the Alberta Students' Executive Council (ASEC) and the Council of Alberta University Students (CAUS), and representing the diversity of student voices on the HCA Advisory Team. They will also help plan student learning events and connection opportunities, manage online platforms such as the HCA Community Hub and events calendar, and engage with partners across post-secondary, community, and government sectors.

Responsibilities, including but not limited to:

- Serving as the main HCA contact for student associations, including ASEC
- Synthesizing student voices for the HCA Advisory Team by attending meetings and sharing insights
- Leading the planning of student learning and connection events in collaboration with student wellness leaders and provincial groups
- Conducting community scans to identify events to be shared with the CoP in HCA's monthly newsletter and community calendar
- Supporting and monitoring engagement on the HCA Community Hub, including developing a Community Hub strategy
- Providing day-of support and helping plan and facilitate community activities for HCA events, such as Regional Gatherings and the annual Wellness Summit
- Creating community reports for events
- Attending weekly online HCA team meetings
- Performing other related duties, such as assisting with event evaluation as identified to meet the needs of the community of practice

Requirements:

The successful candidate should:

- Be currently enrolled at a post-secondary institution in Alberta for the 2026–27 academic year.
- Have an interest in and strong understanding of post-secondary mental health and well-being.
- Demonstrate experience in community engagement, with strong relationship-building skills, particularly in working with post-secondary students, staff, and faculty.
- Possess excellent communication and interpersonal skills, both verbal and written, with a strong level of professionalism and tact
- Be self-motivated with strong organizational, time-management, prioritization, and attention-to-detail skills for working independently.
- Be a collaborative team player, including adaptability and an openness to feedback and learning
- Be proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and Microsoft Office Business Essentials (Teams, SharePoint); familiarity with Loop is an asset.
- Experience with videoconferencing and online event tools (e.g., Zoom), and familiarity with platforms such as Canva and Mentimeter

Hours

This temporary, part-time position is based on a 16-hour work week with possible extensions leading up to and during important events. This position is remote, with the option to work in either the

Calgary or Edmonton office if desired. **Occasional travel is required for in-person meetings and events, including multi-day commitments requiring overnight stays** (expenses covered). 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 worked Monday to Thursday during the workday (8:00 a.m. to 5:00 p.m. MT).**

Applications

Applications must include a resume/CV and cover letter, which details current program of study (including degree/specialization, and year), academic institution (including city/town), and contact information. Letters can be addressed to current HCA Team Lead, Kyrsti MacDonald, and must be sent to recruitment@cmha.ab.ca by **August 20, 2026**. 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. The posting will remain available until a suitable candidate is found.