

Position: Healthy Campus Alberta Event 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 Event Assistant will support the planning of a two-day 2027 Wellness Summit and assist with logistics for two in-person Regional Gatherings 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, including but not limited to:

- Supporting logistics and providing day-of support for two in-person Regional Gatherings and the 2026 HCA Wellness Summit, including liaising with venue contacts, planning venue logistics, coordinating volunteers, catering details, organizing project management flow, etc.
- Collaborating with the HCA Staff Team and Advisory Team to identify potential learning topics, theme, and subthemes for the HCA Wellness Summit
- Chairing the 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
- Performing other related duties as identified to meet the needs of the CoP

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 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.
- Experience with tools such as Zoom (or other videoconferencing/online event platforms) is considered an asset.

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.