
Position: Healthy Campus Alberta Team Lead

Temporary, full-time position from August 24th, 2026 – June 30th, 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 CMHA AB + CSP Program Director, the Healthy Campus Alberta (HCA) Team Lead coordinates the smooth operation of the HCA Community of Practice, and provides leadership to the HCA Staff Facilitation Team, which supports the life of the CoP by connecting partners, facilitating knowledge exchange, and providing virtual and in-person spaces for connection, collaboration, and sharing ideas and resources through initiatives such as webinars, community meetings, regional gatherings, the annual Wellness Summit, and online engagement platforms.

The Team Lead serves as a central point of coordination among HCA, CMHA AB + CSP, and other community partners while supporting project management, evaluation, reporting, and organizational priorities.

As a temporary position supporting continuity during a leave period, this role focuses on maintaining existing partnerships, coordinating community engagement activities, supporting knowledge mobilization efforts, and ensuring the ongoing delivery of HCA's programs and operations. This position requires strong organizational and project management skills, with the ability to manage multiple priorities and work effectively both independently and collaboratively in a dynamic environment.

Responsibilities, including but not limited to:

- Maintaining relationships with post-secondary, government, and community partners across Alberta, serving as the primary point of contact for Healthy Campus Alberta (HCA).
- Coordinating and supporting HCA's community engagement and knowledge exchange activities, including webinars, meetings, regional gatherings, online platforms, and contributions to the annual Wellness Summit.
- Supporting the HCA Advisory Team through meeting coordination, agenda development, community feedback collection and summarization, and follow-up activities.
- Supervising and mentoring student staff (particularly the Community Engagement Assistant), including onboarding, performance support, and administrative processes.
- Facilitating the sharing of evidence-informed resources, promising practices, and opportunities that advance post-secondary mental health and well-being.
- Overseeing the day-to-day operations of HCA, including online platforms, project timelines, contracted services, budgets, reporting requirements, and organizational processes.
- Supporting evaluation, impact measurement, knowledge mobilization, and the collection of community stories and outcomes.
- Ensuring alignment of HCA activities with CMHA AB + CSP priorities, policies, procedures, and funding requirements.

Requirements:

- Undergraduate or graduate degree in a related field such as Health Promotion, Social Work, Public Health, Education, Community Engagement, or a related discipline.
- Experience coordinating projects, programs, events, networks, or communities of practice, preferably within the non-profit, post-secondary, health promotion, or mental health sectors is required
- Knowledge of post-secondary mental health, well-being, and evidence-informed approaches to health promotion and systems-level change is preferred
- Strong facilitation, communication, and community engagement skills.
- Demonstrated project management, organizational, and time management abilities, including managing multiple priorities and deadlines.
- Experience supervising, mentoring, or supporting staff, students, volunteers, or community members.
- Experience preparing reports, supporting evaluation activities, and working with budgets or funding requirements.
- Ability to work independently, collaboratively, and resourcefully in a dynamic environment.

Hours

This temporary, full-time position is based on a 35-hour, 5-day, work week, from August 24, 2026, to June 30, 2027. This position is hybrid, with work taking place in the Edmonton or Calgary office 3 days per week. The typical work week is Monday – Friday. **Occasional travel is required for in-person meetings and events, including multi-day commitments requiring overnight stays.**

Applications

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. Please send cover letter and resume to recruitment@cmha.ab.ca by **July 28, 2026**.