

Position: Canadian Mental Health Association Alberta Division Project Assistant
Department: Rural Mental Health Project and Training Department

Our Organization

The Canadian Mental Health Association (CMHA) is a recognizable and reliable provincial organization where Albertans find compassionate support, responsible care and accessible resources.

For more than 60 years in Alberta, CMHA has focused on community based services, recovery and support for Albertans impacted by mental illness. We stand with people living in their community as they achieve their wellness goals.

CMHA Alberta Division operates as a registered charity within the not-for-profit sector. We work at the intersection of clinical and local mental health care. Our programs, projects and services are developed to address the unique needs of individuals and communities.

The Role

This is an exciting opportunity for a passionate project support professional who is interested in strengthening Alberta's capacity to support mentally healthy Albertans in a healthy Alberta.

Reporting to the Rural Mental Health Project Manager, this position is responsible for providing support to our Rural Mental Health project team, as well as our Training Department team, assisting in office needs along with project and administrative activities. The role is optimized for a team member who is highly adaptable, organized, enjoy a high degree of autonomy, love projects and produce high-quality deliverables within set timelines.

The Project Assistant is responsible for developing effective working relationships; the ability to work flexibly across professional and operational boundaries, and communicate professionally with internal and external stakeholders at all levels.

Responsibilities of this role will be to:

- Assist with research and literature reviews
- Support project team communications, meeting preparation, and follow up
- Liaise with project team and partners to provide information, materials and support as required
- Organize and schedule meetings and appointments, and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Update and maintain office policies and procedures
- Order and purchase office supplies
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Respond to emails and phone calls
- Book manager travel and accommodations for conferences and provincial visits
- Create and develop community evaluation spreadsheets and keep online records
- Organize RMH manager calendar
- Create presentations as assigned
- Other duties as assigned

Position Requirements:

- Baccalaureate Degree, post-secondary diploma or experience in a related field (a combination of education and experience will be considered)
- Experience in office administration
- Experience in research, writing, and critical thinking
- Experience in Microsoft Office, including Outlook
- Excellent interpersonal, written, and verbal communications skills

Competencies

Communication

Comfortable communicating formally, informally, in groups and one-on-one. Able to obtain and share information, ideas, and problems. Able to ask for advice, support and accept feedback. Capitalizes on opportunities to model healthy relationships.

Relationship Building

Able to develop effective working relationships; the ability to work flexibly across professional and operational boundaries, and communicate professionally with internal and external stakeholders at all levels. Able to be relationship centered with a get it done attitude and be hands-on when required.

Accountability

Able to define expectations for self and others and to act to fulfill these expectations. Able to self-reflect, monitor and correct one's own actions.

Self-motivated and flexible, with the ability to manage and prioritize multiple tasks in a fast-paced environment of frequent change and within an ambiguous landscape.

Commitment to promoting and supporting a psychologically safe workplace.

Working Conditions

- Office position; must be able to sit at a computer for several hours
- Position is a weekday business hour position, with some weekends and evenings as required
- This position will work 7.25 hours per day, four days per week

Canadian Mental Health Association Alberta Division offers competitive wages, and opportunities for development and career advancement.

Please submit your resume to:

accounting@cmha.ab.ca

We thank all applicants, but only those selected for further consideration will be contacted. Please no telephone calls or email inquiries.