



**Canadian Mental  
Health Association**  
Vancouver-Fraser  
*Mental health for all*

**Association canadienne  
pour la santé mentale**  
Vancouver-Fraser  
*La santé mentale pour tous*

## **CMHA VANCOUVER-FRASER**

### **Position Posting**

<b>Job Title:</b>	Social Service Program Officer - Communications
<b>Union:</b>	Excluded
<b>Pay</b>	\$26 per hour
<b>Reports To:</b>	CEO
<b>FTE:</b>	Temporary, 8 weeks, 35 hours per week
<b>Hours of Work:</b>	9am – 5pm PST
<b>Location of Work:</b>	Vancouver, BC (Hybrid or Remote)
<b>Start Date:</b>	ASAP
<b>Apply To:</b>	hr.vf@cmha.bc.ca

### **WORKING AT CMHA-VF**

CMHA Vancouver-Fraser Branch is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental health issues, either through self or a loved one, is an asset.

### **MISSION STATEMENT**

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

### **POSITION SUMMARY**

We have a position available this summer to support our community-based mental health programs. The position is partly funded by the Canada Summer Jobs grant program for a 8 week work term and can be done remotely. Due to the nature of our programs and the privacy and confidentiality required, this is an excluded management level position.

**Vancouver Office** 110 - 2425 Quebec Street, Vancouver, BC V5T 4L6  
**New West Office** 233 – 610 Sixth Street, New Westminster, BC V3L 3C2  
**Delta Office** 4871 Delta Street, Delta, BC V4K 2T9  
**Website** vf.cmha.bc.ca

Tel: 604-872-4902 Fax: 604-872-5934  
 Tel: 604-516-8080 Fax: 604-872-5934  
 Tel: 604-943-1878





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## **DUTIES AND RESPONSIBILITIES**

Collaborate with the Manager, Executive Administration + Communications to:

- Create communications, including impact stories and visual design images;
- Design an internal and external communications plan;
- Work on multi-channel integration of internal and external communications; and
- Other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Currently enrolled in studies in business, communications or another relevant field;
- Experience in social service programs (an asset);
- Experience handling confidential information and privacy practices;
- Experience working in a team environment;
- Strong communication (verbal and written) skills;
- Demonstrated leadership and relationship-building skills;
- Proficiency in Microsoft Office suite, social media and other popular communication tools; and
- Graphic design skills would be considered an asset.

### **Canada Summer Jobs grant program eligibility requirements:**

- Age 15 – 30 at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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