



Position: Program Assistant - Part-Time Clerical
Program: (15 hours per week)
Mental Health & Wellness Education Program

Canadian Mental Health Association (CMHA) – Central Alberta Region is a not for profit organization with over 50 years of experience helping vulnerable people in our community. We are a growing organization focused on forward thinking, community building, and changing the conversation around mental health.

The Mental Health and Wellness Education program consists of numerous courses, workshops, support groups, and community presentations. We are seeking a skilled, dynamic, and motivated individual to join the CMHA Mental Health and Wellness Education team as a Program Assistant. This is an exciting time as we develop new programs and expand our reach to individuals throughout Central Alberta.

The scope of work and responsibilities include, but are not limited to the following:

- Processing of online, phone, and in-person course registrations.
- Preparation and ordering of course materials and supplies.
- Maintenance of the program manual and data entry.
- Design and distribution of marketing material including flyers, posters, brochures, and signs.
- Creation of social media content, including images and text.

Desired qualifications and skills include:

- Exceptional organizational skills.
- Outstanding competency in written and verbal communication skills.
- Ability to work independently and as part of a team.
- Highly knowledgeable and skilled with computer programs including Word, Excel, Publisher, and PowerPoint.
- Valid Class 5 Driver's License, registration, and insurance.
- Valid First Aid Certificate.
- Preference given to candidates with higher-level knowledge of online design software tools, along with Mail Chimp and Survey Monkey.
- Understanding of mental health, addictions, and brain injury is an asset.

CMHA offers a competitive salary and opportunities for advancement. Hours will be scheduled during regular operating hours of 8:15-4:30 p.m. Monday to Friday.

If you are passionate about working with vulnerable people in a creative and dynamic environment please submit your cover letter and resume to

jobs@reddeer.cmha.ab.ca

*Please quote the job code **EDU-PA** in the subject line of your email.*

This position will remain open until a suitable candidate is found.

*** Only those candidates selected for an interview will be contacted. ***

No phone calls please.