



**Canadian Mental
Health Association**
Windsor-Essex County

Community wellbeing is our sole focus.

INTERNAL/EXTERNAL POSTING

TEAM ASSISTANT, FUND DEVELOPMENT AND MENTAL HEALTH PROMOTION ONE (1) PERMANENT FULL-TIME POSITION (35 HOURS PER WEEK) LOCATION: WINDSOR OFFICE

This position provides a complete range of administrative services to the Fund Development and Community Engagement department including: typing, filing, record keeping, scheduling, administrative support, event assistance and other duties as assigned.

RESPONSIBILITIES & DUTIES:

- Provides a complete range of administrative support services for the department.
- Specific administrative duties for the Director may include; calendar management, meeting coordination, travel arrangements and filing.
- Coordinate mailings, files, correspondence, documents and materials related to fund development activities in the department.
- Assist with event planning: attend/set up, develop signage, flyers, promotional materials.
- Input data on donations and volunteers in Raiser's Edge software.
- Committee meetings: Send out meeting invitations, set up and attend meetings, take minutes, coordinate meeting materials and/or food and beverage.
- Event support and participation including logistic duties as assigned for agency initiatives i.e., Suicide Prevention Awareness Week etc. This will include pick up and drop offs of event materials.
- Under the direction of Manager assist with website and social media updates, schedule posts, including daily review of news feeds and responding to direct messages. Complete weekly social media report.
- Create multi-media projects including: videos, FB Lives, client/staff interviews as required
- Utilize Adobe Creative Cloud software to create audio visual materials in support of Communications and programs
- Provide graphic design support for flyers, reports, social media posts as directed.
- Community Engagement/Mental Health Promotion:
 - I. Coordinate & track Mental Health Promotion & Education activities in Excel Dashboard
 - II. Organize mental health education materials including inventory, printing, distribution as required
 - III. Participation in and attend health fairs
 - IV. Coordinate theme week activities i.e. Mental Health Week etc.

EDUCATION & SKILLS:

- One-year diploma from post-secondary institution in a related field as deemed by the employer or a one-year certificate in a relevant field with significant experience in a non-profit, fast paced environment.
- Six (6) months of recent and relevant related experience in a fast-paced environment in a sector deemed relevant by the employer. Experience in a non-profit environment is an asset.
- Experience working with volunteers and supporting a volunteer program is required. Experience with the delivery of adult education is an asset.
- Advanced computer skills in Windows operating systems, Outlook, Word, Excel, PowerPoint, Access and other database management systems, and graphics software required. Experience with social media and website content updates is required.
- Full range of knowledge in the operation of all standard office equipment including the use of photocopier, fax machine, laptop computer and scanner. Excellent organizational skills are required.
- Able to organize, schedule people or tasks, while being sensitive to time constraints and resource availability.
- Graphic design experience is a strong asset.
- Ability to work occasional evenings and weekends.
- Able to communicate effectively and engage others at special events is required.
- Strong written and oral skills with the public, professionals, staff and clientele of the agency is also required.



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- **Due to the nature of the work the incumbent must have a valid “G” driver’s license and ongoing daily access to a vehicle.**
- Bilingualism in both official languages at the advanced level is an asset for all agency positions.
- Full vaccination status is required in accordance with the agency’s COVID-19 Vaccination policy. Providing proof of full vaccination status will be a condition of employment.

Hours of Work: Thirty-Five (35) hour work week. This position will require irregular hours to accommodate program events.

The agency’s regular hours of operation are Monday to Friday, 8:30am to 4:30pm. Shift premiums will be paid in accordance with Article 17.09.

Salary range: Grade 4, \$21.62 - \$26.29 per hour
Per 2018-2022 Collective Agreement

Compensation includes a competitive and comprehensive benefit, Healthcare of Ontario Pension Plan (HOOPP), vacation and sick leave package.

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements, quoting posting reference “**2023-11 – PFT Team Assistant**” to careers@cmha-wecb.on.ca by **Tuesday, February 14, 2023 @ 4:30 PM.**

This position is posted per Article 15 of the Collective Agreement. Internal candidates will be considered in priority as established by the Article, as such external candidates may not be considered if there is a qualified internal applicant.

CMHA strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with CMHA.