



Career Opportunity

National Executive Coordinator

Permanent, Full Time Hybrid

The Canadian Mental Health Association is seeking qualified applicants for the role of a National Executive Coordinator to join the National Office team to support the National CEO and their office. This role is for you if you are excited at the prospect of working closely with the senior leaders and key stakeholders and are excelled at multitasking.

About CMHA: Founded in 1918, the Canadian Mental Health Association (CMHA) is the most established, most extensive community mental health organization in Canada. Through a presence in more than 330 communities across every province and one territory, CMHA provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Canadians to flourish and thrive. Our vision is a Canada where mental health is a human right. CMHA has been chosen as one of Canada's best places to work by Forbes magazine in 2021 and 2022.

Reporting: National CEO

Position Summary: You are responsible for ensuring the smooth operations of the CEO's office, prioritizing numerous requests while creating positive relationships with Board members, staff, the CMHA Divisions and Branches, and key stakeholders and partners.

- This position provides senior administrative support to the National CEO, along with support to the National Board of Directors and Board committees involving demanding tasks and assignments that are sensitive and may be confidential in nature.
- The National Executive Coordinator also manages the calendar of the National CEO and significant travel.
- The position also plans in-person and virtual meetings for the National Board and Federation leaders.
- The position allows the incumbent to have an inside view of the workings of the national office of a busy federation.
- The national office has key goals to make systems change through the promotion of universal mental health care; make social change by reducing stigma and encouraging Canadians to seek help; and to strengthen the federation—a network of 81 CMHAs across ten provinces and Yukon territory.

Location: The role is based out of the CMHA National office in Toronto. To encourage collaboration and explore new ways of working, CMHA National supports a hybrid work model of 2 days in the office and 3 days working from home.

You should have:

- University Degree in business management, human resource management or related relevant education or equivalent experience.
- Minimum of 3-5 years' experience in an administrative or project management role.
- Experience as a Board member and/or working with non-profit Boards of Directors; competence in understanding of board governance not-for-profit boards.
- Strong technical skills with advanced to expert proficiency in the suite of MS Office 365 products (at minimum Outlook, Word, Excel and PowerPoint) and in SharePoint; knowledge of CRMS, Salesforce expertise preferred.
- Ability to manage multiple stakeholder relationships and inspire confidence in both internal and external teams, including senior leaders.
- Project management experience; the ability to create a project plan and execute it
- Federated charity/not-for-profit experience preferred.
- Mental health/healthcare experience an asset.
- Strong oral and written French skills a strong asset; bilingualism preferred.

You can demonstrate and have proficiency in:

- Excellent written and oral communications, interpersonal skills with a high degree of political acuity, able to effectively interact with media, government, community leaders and internal and external stakeholders.
- Strong relationship building skills, excellent analytical, research and organizational skills.
- Resourceful, hands-on self-starter with a strong work ethic and a collaborative, team-oriented style.
- Organization and time management skills to set priorities, develop work schedules, monitor performance, and track various other forms of physical and digital information with a strong attention to detail.
- Problem solving to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to resolve the problem.
- Professional temperament-- the ability to remain calm under difficult circumstances.
- Executive reasoning-- proven ability to interpret and respond to various perspectives by demonstrating sound judgement and strategic thinking.

Compensation: \$55,000-\$60,000 per year commensurate with experience and qualifications; along with benefits, a flexible work environment and a workplace culture committed to personal wellbeing and psychological safety.

Benefits: Pension plan, dental care, extended health care, life insurance, vision care, employee assistance program, flexible schedule, paid time off (vacation, sick and work life balance days), wellness program, work from home, hybrid work.

Working conditions: This is a full-time position, working standard office hours (currently 35 hours/week). This position functions in a normal office environment, using typical office equipment, with extended periods of sitting, telephone interaction and/or working at a computer and no unusual physical demands. CMHA National employees are required to be fully vaccinated against COVID-19 in accordance with our Vaccination Policy as a condition of being eligible for the recruitment process.

Are you a fit?

If you are interested in applying for the role, please submit a PDF copy of your resume along with a cover letter to careers@cmha.ca by November 18, 2022. The subject line should mention "National Executive Coordinator". We thank you for your interest, CMHA recognizes the effort and time candidates take to apply for job postings; those selected for an interview will be contacted. We encourage you to reach out if you want to know more about our process or the role.

To learn more about CMHA, visit: www.cmha.ca

CMHA is committed to our workforce reflecting the diversity of the communities within which we work. As such, we explicitly encourage applications from people with lived experience of a mental illness, persons with disabilities, members of Black, Indigenous and racialized communities, people of all sexual orientations, gender identities and expressions, and others who may contribute to the diversity of our staff. We invite you to self-identify in your cover letter. Please let us know if you require accommodations throughout the application process.