

Education Coordinator

The Canadian Mental Health Association (CMHA) is 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.

The role of the Education Coordinator is to promote the mental health and wellness of people living in PEI through education sessions, provincial programs, public awareness activities, special events, networking, community development, and advocacy. Education Coordinators build strong community networks so they can be responsive to the needs of their area. While Education Coordinators work out of the regional offices in their area, they service the entire region. This involves travel as well as working some evenings and occasional weekends. This position will split time between Alberton and Summerside regional offices.

This position works closely with the CMHA Peer Support Department and bring technical skills to a CMHA's collaborative support team. This position reports to the Director of Programs and Policies.

Currently CMHA is looking to fill 1 vacancy

- Prince's County (Starting as soon as possible, 2021; Full-time Permanent position)

KEY JOB FUNCTIONS

- Co-creating content with the CMHA team
- Implementing and facilitating programs and groups across their region
- Building an online presence for CMHA support services
- Providing one-on-one navigation support to individuals and their families
- Develop networks within their region

REQUIREMENTS

Qualifications

- Relevant post-secondary education
- Training specific to mental health such as ASIST, Mental Health First Aid, Mental Health Works, Changing Minds, etc.
- Criminal Record and Vulnerable Sector Check
- Lived experience with mental illness is an asset
- Non-violent crisis intervention, CPR & First aid are an asset

Skills and Abilities

- Engaging presentation and facilitation skills
- Virtual platform skills (i.e. Zoom, social media platforms, MS Teams, etc.)
- Strong interpersonal and problem-solving skills



**Canadian Mental
Health Association**
Prince Edward Island
Mental health for all

- Excellent project management and time management skills
- Research and program development skills
- Networking and promotion skills

Expectations

- Flexibility to travel within the region on a regular basis and within the province when required
- Valid driver's license and reliable vehicle required
- Self-motivated and self-directed
- Comfortable collaborating and working with a multi-disciplinary team
- Flexible and willing to adapt to new roles and tasks as required
- Creative, innovative, and community-minded perspective

Closing Date for Application: Wednesday, April 28th, 2021 at 9 p.m. AST

Interested candidates should apply by either mail or email to:

Tayte Willows
Director of Programs and Policies
CMHA PEI Division
178 Fitzroy Street, P.O. Box 785, Charlottetown, PE, C1A 7L9

Email: t.willows@cmha.pe.ca

We thank all applicants who apply, however only those selected for an interview will be contacted.