



**Canadian Mental  
Health Association**  
Prince Edward Island

## **Employment Opportunity Education Coordinator – Prince County**

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 PEI Division of the Canadian Mental Health Association requires the services of a qualified individual to work as an **Education Coordinator for Prince County**. The Education Coordinator promotes and supports the mental health and wellness of people living in PEI through the delivery education sessions, public engagement activities, community development and advocacy. Education Coordinator builds and maintains strong regional and community networks to be responsive to the needs of their area. While the Education Coordinator work out of the regional offices in their area, they service the entire region as such the role involves travel as well as working some evenings and occasional weekends. This position is based in the Summerside regional office.

This is a **one (1) Full-Time Employment (FTE) for a 12-month contract position**. This position will be located at our Summerside office.

**No. of Vacancy: 1 Full -Time Employment (FTE) contract position**

### **Job Summary:**

- Deliver strengths based and engaging mental health promotion and recovery oriented webinars and courses as part of CMHA PEI's Learning, Training and Support Hub
- Co-facilitate Learning Hub courses with people with lived experience of mental illness
- Apply a co-development approach to the development of new courses
- Develop and/or update course materials, including but not limited to: facilitator guides, participant guides, PowerPoint presentations and learning activities
- Develop and deliver mental health presentations for community groups, businesses, schools, government partners
- Coordinate the delivery of school based mental health programs
- Recruit and manage community volunteers for education programs
- Provide program administration including promotions, registration, data collection and program evaluation
- Assist in the promotions of programs through develop of outreach materials and use of social media
- Provide one-on-one navigation supports to individuals and their families
- Outreach and maintain connections with regional and community networks and partners
- Provide occasional support for community events, wellness fairs, and information sessions, as needed.

### **Requirements:**

#### **Education:**

- A relevant diploma or undergraduate degree such as but not limited to adult education, education, psychology, health promotion or social work

#### **Experience:**

- A minimum of 2 years of experience with program delivery, workshop facilitation, curriculum development and volunteer management or an equivalent combination of education and work experience

**Key Skills and Abilities:**

- Strong interpersonal and networking skills
- Able to deliver engaging community presentations and educational sessions online and in-person to a variety of audiences
- Ability to facilitate groups for social and educational purposes
- Knowledge of client support services and resources within the community
- Strong problem-solving, planning, organizational, and time management skills
- Research and program skills
- Ability to communicate effectively orally and in writing with clients, co-workers and partners
- Comfortable collaborating and working with a multi-disciplinary team
- High level of proficiency with MS Office
- Comfortable using virtual platform (i.e. Zoom, MS Teams, etc.) and social media and new technology as needed
- Flexible and willing to adapt to new roles and tasks as required
- Creative, innovative, and community-minded perspective

**Other Requirements**

- Vehicle and valid driver's license required
- A satisfactory and current criminal records and vulnerable sector check
- CPR/First Aid

*An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.*

**Other Assets:**

Applied Suicide Intervention Skills Training (ASIST), Mental Health First Aid

**Hours of work:** 37.5 hours per week. Some evening and weekend work maybe required

**Location:** Summerside, PEI

**Closing Date for Application:** Sunday, January 30, 2022 at 9 p.m. AST

**Start Date:** As soon as possible

Interested candidates should apply with their resume and cover letter by either mail or email to:

**HR Coordinator**

CMHA PEI Division  
178 Fitzroy Street, P.O. Box 785,  
Charlottetown, PE, C1A 7L9

Email: [hr@cmha.pe.ca](mailto:hr@cmha.pe.ca)

**(please indicate on subject line: 018 –HO Education Coordinator)**

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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