



Canadian Mental Health Association
Grey Bruce
Mental Health and Addiction Services

At the CMHA Grey Bruce we cultivate hope, resilience and community for those who live with, and are impacted by, mental illness and/ or/ addiction. We are driven by our values of compassion, dignity, inclusivity, integrity and choice. We will create an inclusive community inspiring hope, choice and well-being for all.

We are currently recruiting for a:

FUNDRAISING, SPECIAL EVENTS & MEDIA RELATIONS COORDINATOR
PERMANENT FULL TIME
1 position available

JOB ID: 2022-22 REPOST	LOCATION: Owen Sound
JOB TYPE: Non-Union	DEADLINE TO APPLY: May 23, 2022

Reporting to the CEO, the Fundraising, Special Events & Media Relations Coordinator is responsible for raising funds for non-government funded programs and planning both awareness and fundraising special events. The Coordinator is responsible for maintaining the agency website and social media pages as well as working with the CEO, CMHA Ontario and CMHA National to disseminate press releases and awareness materials. Maintaining and growing our personal donors, corporate sponsors and grant providers is also required. Hours of work are 37.50 per week. The normal workday is 8 hours, including a 30-minute unpaid lunch break. Some evening and weekend work will be required, must be able to lift up to 40 lbs, be able to function effectively in a fast-paced work environment. Some travel within the Grey-Bruce will also be required

What we offer you

- A competitive hourly wage ranging between \$26.29 and \$29.02 (5 step grid)
- Vacation of 4 weeks to start, 5 weeks at 5 years, 6 weeks at 10 years
- Paid personal, floater and sick time
- Comprehensive benefits program & HOOPP pension
- Discounted gym membership at Owen Sound Fitness
- In house training for First Aid/CPR, Mental Health First Aid, Non-Violent Crisis Intervention, Applied Suicide Intervention Training
- Celebratory and camaraderie events
- A supportive and collaborative work environment

What you will bring

- College in a relevant program
- Good interpersonal skills and an ability to work well as a team member
- Strong written and verbal communication skills
- Ability to work well under pressure
- Ability to organize, plan and implement program activities
- Strong organizational skills
- Effective in building relationships with community agencies and organizations as well as the general public
- Comfortable with public speaking in the field of program promotion and public relations
- Comfortable supervising and supporting volunteers
- Knowledge of and experience with program evaluation including creating and collecting surveys
- Ability to manage time and resources effectively
- Working knowledge of CRA Charity Guidelines and Ontario Lottery Regulations an asset
- Understanding of and sensitivity to the rights and needs of people with addictions and mental illness
- Understanding and appreciation of rural culture
- A valid Canadian driver's license and the use of a reliable personal vehicle
- Minimum \$2,000,000 third party liability vehicle insurance

- A satisfactory police record check including vulnerable sector screening

Ready to apply?

Interested applicants are invited to submit a cover letter & resume to: recruitment@cmhagb.org

CMHA Grey Bruce is an equal opportunity employer and is committed to providing a welcoming and inclusive workplace. We welcome employment applications from people with disabilities and provide accommodation upon request during the recruitment and selection process. All applications will be treated as confidential and will be used for recruitment purposes only. CMHA Grey Bruce is an equal opportunity employer.

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