



Mental Health Recovery Partners
North Island
Hope and Support for All

mail.ni@mhrp.ca

250-914-3059

Are you looking for rewarding part-time work? Do you have good office and people skills and a concern for the challenges faced by those living with mental illness and their friends and families?

Mental Health Recovery Partners North Island (MHRPNI) is looking for a part time Program Coordinator/Office Manager. Working closely with our Board, you will manage the office and coordinate our programs as we rejuvenate our organization after two years of restrictions. The qualifications listed below would be helpful, but if you don't have these qualifications and this work appeals to you please apply. We are willing to train the right person and would love to talk to you!

You will work out of our Campbell River office for approximately 13 hours per week at \$30.00 per hour.

MHRPNI strives to improve and promote mental wellness, reduce stigma, and to better the lives of individuals and families affected by mental illness on North Vancouver Island. We provide educational programs and workshops, a family support group, and information about local resources to the public.

Qualifications

- 2-5 years previous experience working in a social service, non-profit setting as an Executive Director, Program Coordinator, and/or Office Manager.
- Post-secondary degree or diploma.
- Experience writing grant applications, including the annual Community Gaming Grant.
- Some prior knowledge of mental illnesses and substance use and local mental health and social services resources as a staff member, volunteer or person with lived experience.
- Experience in facilitating groups and workshops, and presenting to the public
- Knowledge of Microsoft Office programs, zoom and other video meetings/chat apps, WordPress, social media, etc.
- BC Ministry of Justice Criminal Record Check
- Ability to be self-motivated, work independently, be organized, meet deadlines and multitask.
- Empathetic and friendly with a good sense of humour.

Please send your cover letter and resume with 3 professional references to mail.ni@mhrp.ca Competition is open until a suitable candidate is found. Only those selected for an interview will be contacted.