

Mental Health Recovery Partners North Island (MHRP) is looking for an **Executive Director**.

MHRP (formally Campbell River and North Island Schizophrenia Society) strives to improve and promote mental wellness, reduce stigma, and to better the lives of individuals and families affected by mental illness on Northern Vancouver Island. We provide educational programs and workshops, a family support group, and information about local resources to the public.

Contracted position. Work out of our Campbell River office, with some travel to Nanaimo and Victoria throughout the year. Average of 13 hours/week, \$25/ hr, 2 weeks vacation. Tuesdays 1-5 p.m., Fridays 10 a.m. – 2 p.m., with some evenings and other daytime hours.

### *Qualifications*

2-5 years previous experience working in a social service, non-profit setting as an ED, 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 service resources, as a staff member, volunteer or PWLE.

Experience in facilitating groups and workshops, and presenting to the public.

Knowledge of Microsoft Office programs, Zoom and other video meeting/chat apps, WordPress, social media, etc.

BC Ministry of Public Safety and Solicitor General Criminal Record Check

Ability to be self-motivated, work independently, be super organized, meet deadlines and multitask throughout the day.

Be empathetic, friendly and have a good sense of humour.

### *Duties*

Communicate with public about local (and sometimes other Island communities') mental health, substance use and social service resources via phone, email and in person. Your role is not to be a counsellor, but to help people find the resources they need for themselves or their loved one. Or sometimes for a school project. You can be an empathetic ear.

Write annual grants, including Community Gaming Grant. Ensure grants protocols are met, stay within budget and submit reports on time. Write proposal every two years for funding from CR Mental Health and Substance Use.

Co-facilitate Strengthening Families Together (SFT) when needed.

Prepare package, with the help of the bookkeeper, for monthly board meeting and Annual General Meeting. Send out reminders to board and society members.

Participate in Hope awards committee meetings (August-October) and the event itself (first week of October).

Participate in health fairs and similar events in the community to support public education and reduce stigma.

Facilitate Hearing Voices workshops with the help of volunteers.

Coordinate/recruit volunteers (board members, SFT, Hearing Voices, Support Group, Friendly Calls, Mental Health 1<sup>st</sup> Aid, etc.)

Participate in the MHRP Island wide Alliance – quarterly meetings.

Attend annual Island Psychosis Conference in Victoria each fall, as well as other pertinent workshops.

Liaise with contract manager and other staff at CR MHSU, Beacon Club staff, MHRP EDs in Central (Nanaimo) and South (Victoria), Family Smart Parent in Residence, Foundry, etc., as needed.

Keep up to date on what is happening with local mental health resources from above network, news, social media, etc.

Attend monthly CR MHSU Advisory Committee Meetings and update them on what MRHPNI is doing.

Work with bookkeeper and accountant to prepare year end financial statements and annual budget.

Ensure all BC Society and CRA requirements are filed annually.

Ensure website and social media are up to date.

Ensure all office equipment is functioning properly.

Do bank deposits.

Fill in for Office Assistant when they are on vacation.

Please send your cover letter and resume with references to [robyn.ellsworth@mhrp.ca](mailto:robyn.ellsworth@mhrp.ca) by **Noon, Oct. 6**. Only those selected for an interview will be contacted.