



**Canadian Mental  
Health Association**  
Newfoundland and Labrador

## **Regional Coordinator**

**Two Positions: Grand Falls – Windsor (Temporary – Maternity Leave)  
Stephenville (Permanent)**

The Regional Coordinator provides a promotional, developmental and public relations role in the programs, initiatives and activities administered and delivered by the Canadian Mental Health Association, NL Division (CMHA-NL) at the regional level.

This position plans, organizes and manages the daily activities of a regional office, including the development of regional strategic business plans and promotional activities, develops and implements a regional public relations program, while responding to inquiries and concerns regarding mental health issues.

The coordinator initiates outreach to CMHA-NL's stakeholders including relationships with local businesses, schools and the public through presentations and sessions to promote the Association's vision, mandate, goals and objectives; prepares proposals, reports and performs other related duties as required.

**Qualifications:** Graduation with a university degree in the Social Sciences, Social Work or related field; supplemented with research, writing, oral and presentation skills; ability to work within a team environment and maintain relationships with other organizations; proficiency in computer and related software and three to five years experience in mental health promotion or equivalent.

**Salary:** Commensurate with qualifications and experience. Employee benefits package provided.

Please forward cover letter and resume indicating the location for which you are applying:

**Heidi Edgar  
Canadian Mental Health Association, NL Division  
70 The Boulevard, First Floor  
St. John's, NL A1A 1K2  
Email: [hedgar@cmhanl.ca](mailto:hedgar@cmhanl.ca)**

**Deadline: Close of business Monday January 26<sup>th</sup>, 2015**

Thank you to all applicants. However only those selected for an interview will be contacted.

