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ASSISTANT EXECUTIVE DIRECTOR
FULL-TIME – 30 hrs per week

The Canadian Mental Health Association (Saskatchewan Division) Inc. invites applications for the full-time (30 hrs/week) position of Assistant Executive Director in our Division Office.

The Assistant Executive Director is part of the Management Team and provides executive-level administrative and operational support to the Executive Director, other management personnel, the Board of Directors, and Committee Chairpersons. Provides support where there is a requirement for broad knowledge of programs, procedures, policies, goals, and confidentiality. Relieves the Executive Director of administrative detail by exercising considerable judgment and discretion in answering correspondence, responding to inquiries, setting up conferences/workshops, travel, and coordinating support services. Acts as the Executive Director in the absence of the Executive Director (ie: holidays, illness, etc.) The Assistant Executive Director collaborates with the Executive Director to manage the planning and implementation of the Association's individual and systemic advocacy activities, research projects, and public policy development, as well as implementing vision strategies for change and development within CMHA-SK.

Salary range: Commensurate with experience

Deadline for applications is Wednesday, June 26th, 2024 at 5:00 pm.

Please forward resumes to:

Angie Paull, Executive Assist/Payroll
Canadian Mental Health Association (Saskatchewan Division) Inc.
2702 - 12th Avenue, Regina SK S4T 1J2
email: angiep@cmhask.com

PLEASE POST

Posting date: June 19, 2024