

Job Posting

Executive Operations Coordinator

14-month term, full time

The Canadian Mental Health Association Manitoba and Winnipeg is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

CMHA Manitoba and Winnipeg is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

The Opportunity

We have a full time, 14-month term position available for an Executive Operations Coordinator to work within CMHA.

The Position

The Executive Operations Coordinator ensures operational excellence within the executive office by providing high-level administrative, coordination, and communication support to the CEO, Board, and senior leadership team. This role upholds efficiency, discretion, and alignment with CMHA's values and goals. A full job description is available on request.

The current targeted range for this position is \$52,363.28 to \$64,716.04 per year. Compensation will be determined through an assessment of relevant work experience and according to established out-of-scope salary scales, based on a 35-hour work week.

Required Qualifications

- Combination of education, training, and experience equivalent to five (5) years in progressively responsible administrative or coordination roles.
- At least two (2) years' experience supporting senior executives and/or Board members.
- Exceptional organizational and multitasking abilities with strong attention to detail.
- Skilled in handling confidential information with discretion and professionalism.
- Excellent written and verbal communication skills across diverse audiences.
- Proficiency in Microsoft Office Suite, calendar systems, and digital collaboration tools.
- Proven ability to adapt to shifting priorities while maintaining quality and efficiency.
- Interest in the mission of CMHA and the health or mental health sectors.
- Provided criminal record check with vulnerable sector search and both an adult and child abuse registry check, with results deemed satisfactory to the CMHA.
- Legally entitled to work in Canada
- Proven history of dependable performance and conduct.

Total Rewards

CMHA offers an inclusive and respectful culture along with paid leaves for vacation, illness, bereavement, and mental health. A flexible working environment, supporting work life balance, with paid extended health, dental, employee assistance programming and life insurance benefits. A defined benefits pension plan is equally cost shared between CMHA and the employee, long term disability is 100% employee paid, when eligible. There is annual, budgeted support for professional development. Employees enjoy 12 paid general (statutory) holidays per year as well as a paid closure between December 24th at noon up to and including January 1st.

The Process

Please submit your resume and a cover letter by November 16, 2025, indicating Competition Number **25-103** to careers@cmhawpg.mb.ca

CMHA will respond to requests for reasonable accommodations throughout the selection process. Please connect if you require any accommodations.

VALUES

Work hard to listen | Support one another | Create strong connections | Be curious | Discover better ways |
Focus on impact | Serve with passion | Embrace IDEA – Inclusion, Diversity, Equity, Accessibility |
Honour lived experience | Believe it's possible