

DIVERT

MENTAL HEALTH
SANTÉ MENTALE

<u>Position Title:</u>	Program Manager
<u>Project:</u>	DIVERT Mental Health
<u>Reports To:</u>	Professor Rebecca Pillai Riddell, Nominated Principal Investigator
<u>Contract Term:</u>	1-Year with possibility of extension
<u>Annual Salary:</u>	\$55,000 - \$65,000 plus extended health benefits
<u>Hours of Work:</u>	35 hours per week
<u>Location:</u>	This is an in-person position on York University's Keele campus. Occasional hybrid work may be negotiated.

ABOUT DIVERT MENTAL HEALTH:

Funded by the Canadian Institutes of Health Research, the Digital, Inclusive, Virtual, and Equitable Research Training in Mental Health Platform ([DIVERT Mental Health](#)) sets out to disrupt the mental health system for children, youth, and families. A significant proportion of people who are marginalized in Canada do not get access to mental health interventions and supports despite the benefits of cutting-edge research on mental health digital/virtual technologies, advances in artificial intelligence, and persuasive design of interventions. The primary goal of this transdisciplinary project will be to equip new and emerging/trainee health scientists from every university in Canada with a broad range of knowledges, skills, and mentoring supports to improve inclusivity and accessibility of the current traditional mental health system.

Along with 8 other Principal Investigators from across the country and 29 University, NGO and Industry Co-Investigators, we are building a national learning community that pushes for the integration of diverse cultural knowledges into core academic curriculums, alongside supporting the integration of technology in mental health research and practice. Everyone who participates is a teacher and a learner interested in expanding their understanding of mental health.

JOB PURPOSE:

DIVERT Mental Health's Program Manager will work closely with its leadership team of 9 principal investigators across the country based at York University in Toronto, Ontario, Canada. The Program Manager is a key leader working towards the integration of our interdisciplinary and intersectoral leaders and members. With a team of 2-3 junior assistants, the Program Manager will facilitate a large national patient-oriented research project, continuous development of our state-of-the-art DIVERT learning platform, coordinate, and launch an innovative national mentorship program supporting diverse trainees across the geopolitical state of Canada. The Program Manager is the central administrative leader ensuring the program runs smoothly.

Reporting to the NPI (Nominated Principal Investigator) and the DIVERT leadership committee, the Program Manager is responsible for managing the structures and day-to-day operations of the DIVERT Mental Health Platform. The successful individual will be integral in upholding structures of the Canadian Institutes of Health Research's Health Research Training Platform.

MAJOR DUTIES:

- Work closely and proactively with the principal investigators to create and uphold day-to-day policy and procedural structures (management meetings, NGO and Industry stakeholder meetings, monthly learner didactics [workshops, lectures, podcasts], Fellow internships with NGO and Industry partners).
- Maintain a policy and procedures program manual for DIVERT activities.

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- Compile the Evaluation data and Activity Reports in an annual report on DIVERT Platform activities of Fellow and Guest Learners (alongside sub analyses on engagement profiles [geographic sector, discipline, career stage, equity-seeking status] under the supervision of the PIs.
- Track Academic, Industry and NGO partnership activities and identify issues related to achievement of proposed targets.
- Manage an annual schedule of activities that includes monthly didactics, a network of mentorship affinity groups, in-person workshops, and a national annual meeting bringing together partners from across the country.
- Lead a team of 2-3 administrative assistants.
- Working with the principal investigator, ensure all narrative and financial reporting and grant report requirements are met. Solicit input from project team to draft scheduled narrative reports.
- Work collaboratively with Finance, project staff and project partners on financial reports. Prepare other special reports as required. Facilitate audit activities and/or site visits.
- In conjunction with the NPI, develop and submit reports to other funders as required.
- Support the work of the DIVERT Cloud Infrastructure and Web Developer.
- Other management tasks that may arise

QUALIFICATIONS:

Education and Experience

- Minimum: An Honours degree with minimum 2 years project management work experience leading a project of similar scope, with financial reporting responsibilities and budget management.
- The ideal candidate will have a background in supporting equity, diversity, and inclusion in organizations.
- A background in a mental health or mental health adjacent profession is preferred, but not necessary.

Skills:

- Bilingual in French and English
- Demonstrated exceptional project management and leadership skills
- Excellent financial administration skills and a demonstrated capacity to manage large project budgets and maintain accountability
- Strong planning, coordination, and organizational skills
- Superior communication skills and effective presentation skills
- Excellent writing skills and ability to prepare reports, including financial reports, for various audiences
- Excellent interpersonal skills to effectively interact with internal and external contacts; teambuilding skills; demonstrated ability to work co-operatively and collegially with multi-sectoral teams including scientists, researchers, private sector partners, community members, government representatives and non-governmental organizations
- Proficiency with MS Office (Word, Excel, PowerPoint, Outlook)
- Experience with WordPress and basic website maintenance preferred.
- Demonstrated organizational, detail-orientation, and problem-solving skills
- Proven ability to exercise good judgement, take initiative and work independently

Application Instructions: Please submit a cover letter (no more than one page) and updated resume to divert@yorku.ca. Please indicate the job title in the subject line.

Applications will be accepted until June 16th with first round interviews taking place on June 25th 9am-10am or June 27th 9am-11am.