



Program Assistant, Mental Well Being Program

Job Description

About the Organization:

Founded in 1978 as the Calgary Chinese Community Service Association (CCCSA) and rebranded in 2021 as Diversecities, we are a community-based organization dedicated to fostering an inclusive and supportive society. Our mission is to ensure that all individuals, regardless of cultural or ethnic background, have equitable access to all aspects of Canadian society. We work towards making Calgary and surrounding areas a welcoming home for immigrants, providing meaningful opportunities for engagement and integration.

Diversecities supports Calgarians in four key areas of life:

- 1) Economic Integration
- 2) Social Connection
- 3) Well-being
- 4) Learning

These key areas are addressed through programs and services within our main pillars: **Law & Advocacy**, **Community Bridge**, **Child & Youth**, and **Mental Well-Being**.

About the Program:

The Mental Well-Being Program aims to support community resilience by promoting mental health awareness in youth through education and information, community connections, and bridging formal and informal supports.

The Program currently delivers the Community Helpers Program (CHP), a free peer support training initiative designed for youth (12-30 years), and individuals who serve youth. CHP equips participants with the skills, knowledge, and resources to effectively support others, and reduce the stigma of mental health by promoting community awareness.

In Summer 2025, the Mental Well Being Program will expand to include a new mental health outreach initiative designed to support Chinese newcomer youth (16-30 years).

About the Role:

The Program Assistant (Mental Well Being Program) is mainly responsible for the planning and delivery of the new initiative. The Program Assistant will play a key role in enhancing access to appropriate mental health resources and facilitate conversation circles to help encourage dialogue on mental health among Chinese newcomer youth in the local community.

This role reports directly to the Mental Well Being Program Coordinator.



This position is full-time (30 hours per week), with an annual salary compensation of \$35,880, prorated wellness days and paid vacation time, plus eligible health care and dental employment benefits. The role requires work in the office and occasionally off-site. Regular working hours for this role are 9:00am to 5:00pm. However, depending on the program's activities, some evenings and weekends might be required.

Ideal start date: as soon as possible.

Role Description & Responsibilities:

Group Facilitation & General Program Delivery:

- Work with the Program Coordinator to develop the project's annual activity plan.
- Plan and implement conversation circles focused on mental health related topics.
- Monitor group dynamics and provide support to ensure a positive and welcoming environment for all.
- Recruit participants for conversation circles and follow up with them to ensure their needs and expectations are met.
- Adapting existing information and resources into creative content and promotional material (eg. scripts for audio and video recordings, print materials).
- Support the Program Coordinator in the evaluation of program activities and outcomes.
- Recruit and train volunteers to support program activities.
- Collaborate with other team members (eg. Communications Coordinator) in the development and release of mental health-related social media campaigns and promotional content.

Community Engagement:

- Engage with community partners and collaborators on activities that contribute towards the mission and vision of Diversecities.
- Promote mental health awareness and program activities (eg. conversation circles) to the public.

Administrative & Office Duties

- Maintain program documentation updates by practicing best data collection, entry, and confidentiality practices.
- Support the preparation of monthly and annual statistical and narrative reports on program activities.
- Attend and participate in all required staff meetings and training
- Represent Diversecities by attending relevant external meetings when requested.
- Identify improvement opportunities within the program and communicate them to the Program Coordinator.
- General office duties as needed



Candidate Profile & Skills:

- Experience working with diverse populations, including youth and newcomers.
- Language Skills: proficiency in Chinese (eg. Cantonese and Mandarin) is mandatory.
- Education: Psychology, Sociology, Social Work, or other human services related field.
- Passion for mental health and supporting others.
- Good creative writing skills.
- Interest in community engagement and activity planning.
- Previous volunteer or work experience with youth would be an asset.
- Excellent communication and interpersonal skills.
- Self-starter and able to work independently.
- Ability to work effectively and collaboratively with team members.
- Strong organization skills.
- Knowledge of mental health resources in the community.
- Must be comfortable delivering presentations, excel at facilitating group discussions and mental health-related conversations.
- Demonstrate an empathetic and approachable character.
- Current certification in Mental Health First Aid and Standard First Aid would be an asset.

Mandatory Requirement:

The successful candidate must complete a satisfactory police background check, including a vulnerable sector check.

How to Apply:

We invite interested candidates who meet the above requirements to apply by sending a cover letter and a 2-page (max) résumé in a single PDF document to HR@diversecities.org, addressed to:

Cindy Au
Chief Executive Officer
Diversecities Community Service Association

Applications that do not follow the instructions to apply will not be considered.

At Diversecities, we value all candidates as unique individuals and welcome the variety of experiences they bring to the organization. Diversecities has a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law.

This competition will remain open until a suitable candidate is found.