

<u>Position Title:</u>	Program Manager
<u>Project:</u>	DIVERT Mental Health
<u>Reports To:</u>	Professor Rebecca Pillai Riddell, Principal Investigator
<u>Contract Term:</u>	1-Year with possibility of extension
<u>Annual Salary:</u>	\$70,000 plus extended health benefits
<u>Hours of Work:</u>	35 hours per week

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.

Alongside building an innovative, state of the art, online learning platform with our key industry partner IBM Canada, a community of DIVERT Lecturers (health researchers in academic and non-academic settings, NGO experts, Industry experts and Patient/Family advocates), DIVERT Fellows who live in Canada (undergraduate, graduate, postdoctoral and early career who are accepted into our program), DIVERT Guests (anyone globally with an interest to participate in didactics on mental health, equity and technology), NGO partners and Industry partners will be cultivated, grown and integrated into our online platform. Annual DIVERT Think Tanks will be hosted in Canada to bring together different DIVERT stakeholders and DIVERT Fellows will be placed in research internships with NGO and Industry partners. There are 9 Principal Investigators across the country who will each be responsible for a different area of governance of the DIVERT Training Platform.

JOB PURPOSE:

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. In year 1, the successful individual will be integral in building structures and budget procedures for program. They will also be charged with Industry/NGO partnership management, vendor management, and ongoing website management. Superior relationship management and organizational skills are critical to success in this position.

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).

- Work closely and proactively with the principal investigators to bring forward agenda items, set agendas, and ensure maintenance of minutes of Board discussions and decisions.
- Create and maintain a policy and procedures program manual for DIVERT activities.
- Compile the Evaluation data and Activity Reports in an annual report on DIVERT Platform activities of Fellow and Guest Learners (alongside subanalyses on engagement profiles [geographic sector, discipline, career stage, equity-seeking status] under the supervision of the PI's.
- Track Academic, Industry and NGO partnership activities and identify issues related to achievement of proposed targets.
- Manage an annual schedule of activities by collaborating with Governance subcommittees and work with sub-committees to ensure project deliverables are met. Monitor and ensure progress against project workplans.
- Facilitate group processes and strong partnerships.
- 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.
- Assist and support partners in planning didactics, community forums and workshops.
- Provide logistical support to event planning.
- In conjunction with the PI, develop and submit reports to other funders as required.
- Support the work of the DIVERT Solutions Architect (builder of the online learning management platform) and the DIVERT National Community Consultation Manager.
- Other management tasks that may arise

QUALIFICATIONS:

Education and Experience

- Minimum: A Master's degree with minimum 2 years project management work experience leading a project of similar scope, with financial reporting responsibilities and budget management. A background in mental health will be an asset.
- The ideal candidate will have a background in supporting equity, diversity, and inclusion in organizations. In addition, individuals having lived experience with the Canadian mental health system and/or lived experience with being a member of a traditionally marginalized group are preferred.

Skills:

- Bilingual in French and English
- Demonstrated exceptional project management and problem solving 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) and basic website updating abilities
- Demonstrated organizational and problem-solving skills

- Proven ability to exercise good judgement, take initiative and work independently

Application Instructions:

Please submit a cover letter and updated resume to Emma Yuen, Senior HR Officer, Office of the VP Research & Innovation at emmay@yorku.ca. Please indicate the job title in the subject line.

This position is open until filled, however applications will be assessed on May 13, 2022 for the first round of interviews.