

BOW VALLEY MENTAL HEALTH AND ADDICTIONS WEEK

May 3 to May 8, 2026

Program Coordinator Contract Description

Mental Health and Addictions Week provides an opportunity for grassroots, volunteer-led mental health and addictions programs in Bow Valley communities to foster social connections, offer support, share resources, and tell humanizing stories in safe and inclusive spaces. The success of BVMHAW depends on the support of volunteers, agencies and businesses to ensure programs are well-informed and create meaningful pathways to ongoing connection, resources, and care.

As the paid Program Coordinator, you will work closely with the Chair to plan, promote, and implement BVMHAW. Responsibilities include:

- In collaboration with the Chair, support the ambassador, peer support and program application processes, including fostering collaboration among grassroots groups, individuals and agencies with aligned goals and scopes.
- Collaborate with the marketing coordinator and external agencies to develop marketing and promotional strategies across digital and print platforms, including media releases, fact sheets, storytelling content, and mental health and addiction resource materials.
- Coordinate with partners, volunteers, and organizations to support program delivery.
- Support and guide program planners and facilitators to ensure that programs are safe, equitable and inclusive.
- Support program planners by offering strategic recommendations and facilitating connections related to logistics, coordination, and Mental Health Week–branded promotions.
- Working with experts and agencies, develop training and safety plans for facilitators, peer support volunteers, ambassadors and attendees.
- Oversee and support on-the-ground activities during the week, including gathering participant feedback, volunteer management and brand visibility.
- Work with the Chair and Marketing Coordinator to compile a post event report that summarizes the week's activities, partners, attendance and successes.

Required Commitment:

	Approximate Hours
February 1 - 28	60
March 1 - 28	60
March 29 - April 25	60
April 26 - May 2	35
May 3 - 9	40
May 10 - 16	30
May 17 - June 13	48

To Apply: If you are interested in learning more about this paid contract position, please e-mail bmhaw24@gmail.com along with a summary of your qualifications.

A community-driven response is our superpower, and grassroots initiatives like BVMHAW, is an important piece to protecting and enhancing our community's well-being.