

## Job Posting

### Ride Don't Hide Event Coordinator

Six-month part-time position

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

The Ride Don't Hide Event Coordinator will be part of the Ride Don't Hide team and will support the planning, implementation, and success of this nation-wide fundraising event in support of mental health.

This role will include assisting with sponsorship requests, preparing communication and advertising materials, volunteer recruitment and support, assisting with rider registration and coordinating logistical details leading up to the Ride, day of the Ride and post Ride. As the coordinator you will be the primary contact for the Ride Don't Hide Coordination Committee and others. This position will also assist with other duties as assigned and needed.

#### What is Ride Don't Hide?

Ride Don't Hide is a community bike ride hosted by the Canadian Mental Health Association (CMHA), with the goal to raise awareness and help break the stigma surrounding mental illness while raising essential funds to support mental health programs. CMHA rides will be hosted in 25 communities with the aim to engage over 10,000 participants and raise \$2,000,000. See <http://ridedonthide.com/> for more information. This year's Ride Don't Hide in Winnipeg will support the CMHA Manitoba and Winnipeg's Well-being Learning Centre's growth and development. This Centre is a mental health and well-being campus offering a wide range of courses designed to support the recovery journey.

#### Timeline

February 15 to July 15, 2019

This position will mostly involve 10 hours per week of coordinating the Ride as well as attending the working group and planning committee meetings with hours increasing to up to 15 to 20 hours for the months of May and June. Following the event on June 23, the Coordinator will assist with any post event wrap up activities including completion of thank you notes, donor engagement, and report writing.

#### Responsibilities

- Regular communication with the Senior Development Officer, and the Ride Don't Hide planning committee
- Starting 2-3 months prior to the event be available at scheduled times, i.e., 2 hours/day, 3 days/week
- Manage volunteer recruitment and support
- Communication support
- Sponsor and donor management
- Managing materials required for event, etc.
- Assisting riders in registration
- Managing logical details of the Ride leading up to the Ride, day of Ride and post Ride
- Attend scheduled planning and working group meetings

- Act as the primary contact for members of the planning committee for questions, concerns, ideas, etc.
- Additional duties as assigned

### Qualifications

- Experience in fundraising and planning a large event
- Organizational and time management skills
- Basic report writing, data entry and website site/event registration monitoring skills
- Ability to manage multiple tasks at one time
- Enjoys being part of a team and works well with others
- Excellent written and verbal communication skills
- Accountable; able to work independently
- An interest in and passion for mental health

### Benefits

- Be a part of this exciting event and make an impact!
- Experience in event planning
- Development of communication and organizational skills
- Letter of reference after three months upon request
- Attendance at our annual volunteer appreciation event in June

### Additional Information

For more information about the work CMHA does, please go to our website:

<https://mbwpg.cmha.ca/about-cmha/>

### Application Process

Please submit your resume and a cover letter by February 7, 2019 in electronic form to

[csytnyk@cmhawpg.mb.ca](mailto:csytnyk@cmhawpg.mb.ca) or by mail to:

CMHA Manitoba and Winnipeg

Attn: Charlotte Sytnyk

930 Portage Avenue

Winnipeg, Manitoba R3G 0P8