Canadian Mental Health Association
Sudbury/Manitoulin
Mental health for all

Association canadienne pour la santé mentale
Sudbury/Manitoulin
La santé mentale pour tous

Why Join CMHA-S/M?!

As a nation-wide organization, the Canadian Mental Health Association (CMHA) promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness. The CMHA accomplishes this mission through advocacy, education, research and service.

All Staff are Eligible for:

- Healthcare of Ontario Pension Plan (HOOPP)
- Employee & Family Assistance Program
- Paid Float Days
- Professional Development Opportunities

CMHA-S/M Job Posting: 26-30
Administrative Support, Clinical

Department	**:** Clinical Services
Employment Status	**:** Full-time Contract, Up to 6 months
Hours per Week	**:** 35 hour per week
Work Location	**:**111 Elm Street, Sudbury, Ontario
Union Membership	**:** This is a unionized position (OPSEU)
Posting Deadline	**:** November 19, 2026 at 4:30 p.m.

Responsibilities:

Reporting to the Coordinator, Administration & Information Management, the Administrative Support, Clinical, is part of the Agency's Administrative Support team. The team has shared responsibility for greeting all individuals presenting to the agency, creating a welcoming and supportive environment in line with our culture, and directing individuals to the appropriate service. The staff will also support the agency in various clerical and administrative duties across Agency programs including scheduling, data entry, inventory management and coordination of meetings and events. The staff requires strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

For the complete job description(s) visit our website

Qualifications:

- Completion of a 1-year diploma or degree. Candidates with a combination of post-secondary education and 2+ years of related experience may also be considered.
- Minimum of 1 year experience in a related administrative position.
- Proficiency in Microsoft 365 is required, e.g., Microsoft Word, Excel, Outlook, PowerPoint, and Teams.
- Experience with client record management/database software is an asset.
- Certified in First Aid & CPR.
- Fluency in English is essential. Advanced conversational French is essential for these positions. Priority will be given to candidates who are bilingual in French and English as per

our French Language Service Plan. If a position is designated essential bilingual and no bilingual candidates (both internal and external) meet the qualifications, unilingual candidates may be considered.

Salary Information:

- Hourly, Step 1: $21.71 – Step 2: $22.85

Successful candidates for this position will start at Step 1 of the salary grid.

How to Apply

Please submit your cover letter and resume to: recruitment@cmha-sm.on.ca

- *This is a temporary position to cover a pregnancy and parental leave.*
- *CMHA-S/M is an equal opportunity employer committed to diversity and inclusion. We adhere to AODA legislation and provide accommodations for persons with disabilities. If you require any accessibility accommodations during the recruitment process, please let us know.*
- *Personal information submitted will be used for the purpose of determining suitability for this/these positions only.*
- *All applicants are thanked for their interest; however, only those selected for an interview will be contacted.*
- *We do not make assumptions about people's pronouns and identity and are committed to creating an environment where it is safe to share and ask.*