



**Graduate  
Students'  
Association**

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## Job Posting: Peer Support Program Coordinator

**Peer Support Program Coordinator Job:**

**Remuneration: \$22.00/hr (7 hours a Week)**

**Number of Positions: 1 (open only to Carleton graduate students)**

**Position Summary:**

The Graduate Mental Health Peer Support Program Coordinator will recruit, coordinate, and supervise peer support volunteers as well as provide overall administrative support and evaluation for the program. The coordinator will also work with the volunteers and the Graduate Mental Health Peer Support Collaborative Team to identify potential topics for mental health programming and will design and facilitate workshops and initiatives accordingly. Other duties may include one on one peer support with students, meetings with various stakeholders and seek out modes of funding as it pertains to graduate student mental health.

The start date for this position is Sept 20<sup>th</sup>, 2021 and ends on April 30<sup>th</sup>, 2022.

### Duties Performed

Peer Support Program (70%):

- Tabling and circulating promotional materials and conducting sexual health education
- Develop and implement operational processes and provide ongoing support for a graduate student peer support program
- Recruit, select and supervise peer support volunteers
- Plan and coordinate volunteer training
- Provide mentoring and guidance to peer support volunteers
- Offer one on one peer support to graduate students (subject to volunteer availability)
- respect and maintain confidentiality of students accessing the program
- Plan and facilitate regular team meetings
- Conduct ongoing program monitoring, evaluation and enhancement
- Coordinate, in collaboration with the Supervising Manager, the day-to-day details and administrative duties of the peer

support program and in consultation with the Graduate Mental Health Peer Support Collaborative Team

- Utilize social media and other digital platforms to promote, engage with and implement peer support programming.
- facilities and support conversations about digital harassment.
- Attend training on digital programming for Peer Support and Mental Health
- research and promote online digital Support for those seeking mental Health Supports
- Create social media campaigns relevant to peer support and mental health resources

Mental Health Programming (30%):

- Design and facilitate mental health related programming (workshops, groups) on an ongoing and recurring basis
- Organize venues and materials to support programming

### Qualifications

- Cultural Care Awareness
- Knowledge of peer-run programs
- Experience offering one-to-one peer support
- Volunteer management experience
- Proficient in social media use
- Skilled in conflict resolution, facilitation, and advocacy
- Proven ability to organize, prioritize, problem solve and take initiative
- Experience facilitating programming with an emphasis on mental health and anti-oppression is an asset
- Must be familiar and operate within an anti-oppression approach, anti-oppression training is an asset
- Mental Health First Aid, SafeTalk and ASIST training is preferred
- Queer and Racial Justice allied

## Asset

- Obtains or currently pursuing MSW, MA counseling or psychology
- Experienced or familiar with mood disorders, cognitive behavioral therapy and acceptance and commitment therapy
- International Perspective regarding mental health

**Deadline: September 10<sup>th</sup>, 2021.**

**Submit resume with a cover letter to:**

**Hiring Committee**

**Email: [jobs@gsacarleton.ca](mailto:jobs@gsacarleton.ca)**

**The GSA is a unionized workplace (CUPE Local 1281)**

The GSA is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

*Only those who are granted interviews will be contacted.*