



<https://queertamilcollective.com/career/mental-health-program-coordinator-contract-open/>

Mental Health Program Coordinator (Contract) – OPEN

Description

The Mental Health Programming Coordinator will oversee the planning, coordination, and implementation of funded mental health programs. Working closely with the Mental Health Committee, the Coordinator will ensure programs are delivered effectively, on schedule, and in alignment with community needs and grant requirements. This role requires strong collaboration, organizational and communication skills.

Responsibilities

Program Coordination

- Coordinate and support the delivery of mental health initiatives, including peer support programs and community-based wellness activities
- Manage program timelines, schedules, and logistics for in-person and virtual sessions
- Liaise with therapists, facilitators, guest speakers, and volunteers

Community-Based Programming

- Moderate peer discussion groups consisting of individuals from diverse backgrounds
- Coordinate group cooking sessions, including guest speakers, chefs, and grocery logistics
- Work with leadership to ensure programming remains culturally relevant and trauma-informed

Administration & Reporting

- Track program activities and support basic budget monitoring
- Collect participation data and feedback using tools such as surveys
- Support documentation and reporting requirements for funders
- Assist with administrative tasks related to events, supplies, and virtual platforms like Zoom, SurveyMonkey, etc.

Qualifications

- Experience in community programming, mental health initiatives, or peer support coordination
- Strong organizational and time-management skills
- Clear communication skills in Tamil and English

Experience working with queer, racialize, or diaspora communities, preferably Tamil communities

Date posted

March 23, 2026

Hiring organization

QTC

Job Location

Remote work from: Hybrid (remote with in-person events in the GTA)

Base Salary

\$ 22.50

Duration of employment

52 weeks

Working Hours

5 hours/week for 52 weeks (includes 2 weeks paid leave)

- Comfort working independently while collaborating with a volunteer-led committee
- Familiarity with trauma-informed, peer-led, or culturally responsive approaches is an asset

Employment Type

Contractor