



## EMPLOYMENT OPPORTUNITY

Position: Here to Help Coordinator                      Date Posted: May 11th, 2026  
Type: 10-12 Hours/Week                                      Expiry Date: May 26th, 2026 - 11:59PM  
Location: Mississauga  
Duration: Mon. June 8, 2026 – Fri. April 30, 2027      Positions Available: 1 (One)  
Who can apply: All UTM Students (including MAM, full-time or part-time undergraduate)

### UTM Students' Union:

The University of Toronto Mississauga Students' Union (UTMSU), local 109 of the Canadian Federation of Students, represents over 15,000 part-time and full-time undergraduate students at the University of Toronto Mississauga campus. We fight for students' rights, provide cost-saving services, programs and events, and lobby the University and government for students' needs. We are fundamentally committed to the principle of access to education for all by building a more inclusive educational and campus life experience for all students. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. For more information please visit ([utmsu.ca](http://utmsu.ca)).

### Job Description:

The University of Toronto Mississauga Students' Union (UTMSU) is seeking a dedicated and organized individual to lead the Here to Help Program. The Here to Help Coordinator will be responsible for overseeing the day-to-day operations of the program, with a focus on raising awareness around mental health topics, connecting students to relevant on- and off-campus resources, organizing wellness-focused events throughout the academic year, and advocating to reduce barriers for students with accessibility needs on campus.

This role will work closely with the Volunteer Coordinators of the UTMSU to coordinate volunteers for outreach initiatives and events. The Here to Help Program Coordinator will report to the Vice-President Academic Affairs and the Executive Director and will work closely with the other staff of UTMSU including, but not limited to, the Executive Committee and the UTMSU Volunteers.

### Duties and Responsibilities:

- Lead efforts to destigmatize mental health and promote wellness through campaigns, events, and informational content tailored to student needs.
- Serve as a knowledgeable point of contact for on- and off-campus mental health resources, helping students navigate and access appropriate services.
- Organize and execute wellness-themed events (e.g., destressors during exam periods) that offer support, promote self-care, and connect students to resources.
- Raise awareness about the accessibility needs of students at UTM through campaigns and events with on and off-campus organization(s).
- Implement the findings of the accessibility audit.
- Lead and facilitate the disability justice coalition meetings.
- Coordinate regular outreach through tabling, class talks, and student engagement activities to expand the program's visibility and reach.
- Develop and manage content for social media platforms, including educational videos, event promotions, and awareness posts tied to mental health topics.
- Build partnerships with student groups, academic departments, and external organizations to expand resource networks and coordinate joint initiatives.
- Develop and update guides, handouts, and online materials that assist students in understanding and accessing support services.
- Collect and report data on event attendance, outreach efforts, and student interactions to assess program effectiveness and inform improvements.
- Responsible for preparing and posting applications, holding bursary information sessions, encouraging students to apply, look through the applications, and then distributing the bursaries based on the criteria for each one.
- Support the Bursary Committee where bursaries are passed, will schedule and hold meetings with the elected members.

### *Organizational Support:*

- Maintain organized records, calendars, and email correspondence; ensure timely responses to inquiries and efficient coordination of program activities.
- Organize participant feedback for use in ongoing program development and quality improvement.
- Contribute to the development of programming with community partners, staff, young adults, and peers.
- Attend Community of Practice and Staff Meetings as required.
- Other tasks and responsibilities as assigned by the President or the Executive Director.

### Qualifications:

*To be considered for this position you must have:*

- An openness to drawing from personal experiences as a means of supporting volunteers and students.
- Prior experience working with a diverse team.
- Excellent interpersonal skills, and ability to engage and motivate others
- Strong verbal and written communication skills.
- Demonstrated organizational skills; ability to prioritize and take on independent projects, multi-task and meet deadlines
- Demonstrated experience of positive participation in team or committee work.
- Understanding of the impact of oppression and social determinants of health; demonstrated commitment to engagement of diverse communities.
- Experience with navigating the healthcare system and/or campus resources.
- Demonstrated ability to engage in critical reflective practice and respond to feedback.
- Proficiency with social media (texting; chat) and Google Suite applications (Google Docs, Sheets, Google Slides); use of online platforms for document sharing.
- A commitment to on-going learning.

*In addition, the following would be considered assets:*

- Knowledge of youth and young adult mental health services and recreational resources.
- Experience with group facilitation such as WRAP, Pathways, Peer Zone, GAM are assets.
- First Aid, NVC/UMAB CPR C and ASIST training are assets.
- Volunteer or paid work in a social or community service.

**Compensation:**

The compensation will be \$18.00/hour.

**Contact / Application Information:**

For more information on the position of Peer Support Program Coordinator, please contact UTMSU at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and cc: [vpua@utmsu.ca](mailto:vpua@utmsu.ca) . Please use the subject "Application: Here to Help Coordinator."

**How to Apply:**

Please send your cover letter & resume by **May 25th, 2026** - 11:59PM to the attention of Xingyi (Freya) Gao: [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and CC: [vpua@utmsu.ca](mailto:vpua@utmsu.ca) . Please use the subject "Application: Here to Help Coordinator."

Interview:

*Only selected candidates will be contacted for an interview.*

— Your Students' Union

University of Toronto Mississauga Students' Union

Local 109 - Canadian Federation of Students

Visit us on [utmsu.ca](http://utmsu.ca) or follow us on Instagram [@myUTMSU](https://www.instagram.com/myUTMSU).