



VOLUNTEER POSITION ANNOUNCEMENT

POSITION:	Administrative Support (multiple positions available)
REPORTS TO:	Events and Volunteer Coordinator
SALARY/ BENEFITS:	Unpaid Volunteer Position
HOURS/STATUS:	Flexible, approximately 8-20 hours/week during normal business hours (described below)

OVERVIEW OF POSITION

Under the direction of Events and Volunteer Coordinator, the Administrative Support Volunteer will provide administrative support at the Mental Health Association of San Francisco (MHASF). The Administrative Support Volunteer will assist with day to day operations at the agency, including but not limited to serving as the first point of contact for guests and callers, maintaining a welcome and tidy lobby area, and completing general administrative tasks.

RESPONSIBILITIES AND REQUIREMENTS

- Complete printing and/or copy jobs as requested by MHASF staff.
- Keep flier and handout displays current in lobby area.
- File documents as requested by staff.
- Keep 9th floor lobby tidy and comfortable, including performing light cleaning.
- Water plants in both MHASF suites (on 7th floor and 9th floor).
- Greet visitors to MHASF main offices on 9th floor and notify staff when scheduled guests arrive.
- Answer main office phone line and take messages or direct calls as appropriate.
- Monitor office supply levels and notify Administrative Specialist when supplies on the 9th floor are running low.
- Maintain accurate logs of time spent volunteering with MHASF, regularly reporting to the Events and Volunteer Coordinator.
- Complete four hour training and orientation.
- Other administrative tasks as assigned by the Events and Volunteer Coordinator.

REQUIRED QUALIFICATIONS

- Competency in basic computing skills, including use of Microsoft Office programs (Word, Excel, and Outlook).
- Available to commit to at least 8 hours of volunteer work during normal business hours (Monday through Friday, 9:00am-5:00pm).
- Available to commit to volunteering for at least three months, longer preferred.
- Friendly and welcoming demeanor with excellent phone manners.

DESIRABLE QUALIFICATIONS

- Lived experience with mental health conditions.

- Active member of PROPEL.
- Completion of mental health certification program (e.g. RAMS Peer Specialist Mental Health Certificate, CCSF Community Mental Health Worker Certificate, etc).
- Experience in customer service or reception roles or positions.

About the Mental Health Association of San Francisco

The Mental Health Association of San Francisco (MHASF) advances the mental health of the people of San Francisco and leads the global community in advocacy, education, research and supports that promote recovery and wellness while challenging the stigma associated with mental health conditions. MHASF, a mental health consumer-run program, is the local affiliate of the Mental Health Association in California and National Mental Health America. People with lived experience of mental health conditions are strongly encouraged to apply.

TO APPLY

Send application materials to:

ATTN: Volunteer Coordinator
Mental Health Association of San Francisco
870 Market, Suite 928
San Francisco, CA 94102

Fax: 415-421-2928 or email to scott@mentalhealthsf.org.

Application Materials

- A) Cover letter describing your interest in this position and MHASF
- B) Resume

***For emails please include in the subject line the position you are applying for, your last name, and the initial of your first name.**

No phone calls please. Applications will be reviewed as they are received. The position is open until filled.
