



VOLUNTEER POSITION ANNOUNCEMENT

POSITION:	Website Editor Volunteer
REPORTS TO:	Information Systems Coordinator
SALARY/ BENEFITS:	Unpaid Volunteer Position
HOURS/STATUS:	Flexible, approximately 10-15 hours/week during normal business hours (described below)

OVERVIEW OF POSITION

Under the direction of the Information Systems Coordinator and the Director of Operations and Planning, the Website Editor Volunteer will assist in content management of the Mental Health Association of San Francisco organizational website. The Website Editor Volunteer will utilize their skills and experience in web content management, coding, graphic design, and site maintenance with the overall goal of creating a more user friendly experience for MHASF site visitors. This position may be completed remotely but some on-site availability is required. This volunteer is expected to have their own laptop and ability to communicate with MHASF when working remotely.

RESPONSIBILITIES

- Develop knowledge of all programs at the Mental Health Association of San Francisco.
- Provide feedback and insight into future web development projects (including but not limited to commentary on CMS and social media integrations)
- Identify and resolve inconsistent branding currently on the MHASF website and ensure consistent branding in all new content
- Identify and update outdated information on website
- Contribute to creating and managing web content on MHASF website as instructed by Director of Operations and Planning and Information Systems Coordinator
- Copy, edit, and proofread content provided by MHASF staff for website
- Update website CMS systems and plugins.
- Provide analytics reports on web activity.
- Perform other duties related to successful website management

REQUIRED QUALIFICATIONS

- Experience working with Wordpress.
- Collaborative team working style with ability to relate effectively with people from diverse backgrounds.
- Ability to manage multiple projects in a fast-paced, deadline driven environment.
- Commitment to consumer empowerment, culturally responsive services, and nonjudgmental harm reduction approach
- Advanced computer skills including Microsoft Word, Excel, and Outlook
- Excellent written and communication skills.

- Commitment to the mission, values, and vision of MHASAF.

DESIRABLE QUALIFICATIONS

- Experience working with Drupal 7 and/or Drupal 8.
- Experience working with CRM platforms (Salesforce, etc).
- 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).

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.
