



## **VOLUNTEER POSITION ANNOUNCEMENT**

<b>POSITION:</b>	Training Institute Data and Administrative Support Volunteer
<b>REPORTS TO:</b>	CUCB Program Specialist
<b>SALARY/ BENEFITS:</b>	Unpaid Volunteer Position
<b>HOURS/STATUS:</b>	Flexible, approximately 4-6CU hrs/wk during normal business hours

### **OVERVIEW OF POSITION**

Under the direction of the CUCB Program Specialist, the Data and Administrative Support Volunteer will provide data entry and administrative support for the Training Institute of the Mental Health Association of San Francisco (MHASF). The Data and Administrative Support Volunteer will assist with data entry and database management tasks, as well as other general administrative duties as needed.

### **RESPONSIBILITIES AND REQUIREMENTS**

- Input and track training evaluation data
- Support research and database management for outreach and recruitment projects
- Print, copy, and assemble training materials
- Other administrative tasks as assigned by CUCB staff
- Maintain accurate logs of time spent volunteering with MHASF
- Regular check-in meetings with the CUCB Program Specialist or other CUCB staff
- Complete four-hour volunteer orientation training

### **REQUIRED QUALIFICATIONS**

- Competency in basic computer skills, including Microsoft Office Suite (Word, Excel, and Outlook)
- An attention to detail
- Able to commit to minimum of 4 hours of volunteer work per week during normal business hours (Monday through Friday, 9:00am-5:00pm)
- Able to commit to volunteering for at least three months, longer preferred
- Commitment to MHASF's mission and values

### **DESIRABLE QUALIFICATIONS**

- Lived experience of mental health challenges
- Familiarity with Survey Monkey or similar form-based database software
- Interest in Learning and Development/Community Education

**About the Mental Health Association of San Francisco**

The mission of the Mental Health Association of San Francisco (MHASF) is to cultivate peer leadership, build community and advance social justice in mental health. We do this through Peer Support, Peer Workforce Development, and Community Engagement. People with lived experience of mental health conditions are strongly encouraged to apply.

**TO APPLY**

Apply via Formstack at [http://mentalhealthsf.formstack.com/forms/volunteer\\_application](http://mentalhealthsf.formstack.com/forms/volunteer_application)

**Application Materials to Upload on Formstack:**

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

**If you do not have access to a computer, please send application materials to:**

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

For questions, please email Scott Justus (Events & Volunteer Coordinator) at [scott@mentalhealthsf.org](mailto:scott@mentalhealthsf.org) for assistance.

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