



VOLUNTEER POSITION ANNOUNCEMENT

POSITION:	Outreach and Advocacy Volunteer/Intern Job Description
REPORTS TO:	Community Engagement Manager
SALARY/ BENEFITS:	Unpaid Volunteer Position
HOURS/STATUS:	Flexible, approximately 5-10 hrs/wk during normal business hours

OVERVIEW OF POSITION

Under the direction of the Community Engagement Manager, the Outreach and Advocacy Volunteer/Intern will provide internal and external support for MHASF's Community Engagement Team. This is a multi-faceted role for a motivated individual who is interested in creating and maintaining community connections; compiling internal data for fundraising and program reporting; and enhancing MHASF's community profile.

RESPONSIBILITIES AND REQUIREMENTS

- Printing outreach materials and maintaining ready stock of supplies
- Monitoring the tabling box, including check-in/check-out procedures and condition of supplies
- Providing outreach support at community tabling events in conjunction with the Outreach Specialist
- Representing MHASF's mission and values to the community in the form of sharing information and lived experience
- Participating in research of potential community partners, including contact persons, contact information, and possibilities for collaboration
- Entering outreach data into Excel spreadsheets for quarterly and annual reportage
- Checking voice messages and returning calls as assigned by the Community Engagement Manager
- Working with other programs to ensure effective outreach and use of MHASF resources
- Providing input and administrative/logistical support for Community Engagement event coordination
- Other duties as assigned by the Community Engagement Manager

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 5 hours of volunteer work per week during normal business hours (Monday through Friday, 9:00am-5:00pm), possible weekends
- Able to commit to volunteering for at least six months, longer preferred
- Commitment to MHASF's mission and values

DESIRABLE QUALIFICATIONS

- Lived experience of mental health challenges
- Knowledge of San Francisco non-profit community partners
- Experience working with underserved communities in San Francisco
- Experience advocating on behalf of underserved communities in San Francisco
- Ability to accurately and effectively convey MHASF messaging to the community
- Administrative support experience, including:
 - Data entry
 - Microsoft Office Suite, esp. Outlook, Word, and Excel
 - Filing
 - Minutes-taking

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

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 for assistance.
