



CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LGBTTQIA+ communities.

CMHA Ambassador Administrative Services

Purpose:

Provide administrative support to the various programs within CMHA Edmonton.

Tasks:

- Complete various administrative tasks for difference program areas (photocopying, putting together packages, filing, making labels etc.)
- Data entry
- Fold brochures
- Complete orders for communications materials
- Organize storage rooms and meeting rooms when needed
- Other tasks as assigned
- Report any risk management issues to volunteer supervisor

Time Commitment:

- Between 2 to 5 hours per week
- 6 month commitment

Skill and Knowledge Requirements:

- A desire to be helpful
- An ability to follow instructions
- Attention to detail
- An understanding of mental health and recovery
- Non-judgemental attitude and good communication skills (verbal and written)
- Punctual, reliable, non-judgemental, warm and empathetic

Other Requirements:

- A knowledge of Microsoft programs is an asset

Training and Skill Development:

- Agency orientation
- Job specific training
- Monthly in-services on matters related to mental health, mental illness and recovery
- Annual Refresher Training required

Supervision:

- Volunteer reports to the Help Lines and Accreditations Administrator

Working Conditions:

- Volunteers work in a professional office environment
- Volunteers will work in a professional office setting that is wheelchair accessible