



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

CMHA Ambassador Fund Development and Special Events

Purpose:

Provide support to CMHA Edmonton fundraising initiatives and third-party fundraisers. Provide information to the public about CMHA Edmonton programs and services and raise awareness of mental health and recovery.

Tasks:

- Assist with event set up (e.g. Putting out signage, carrying boxes of material from car to set up location, setting up information table, placing materials at table settings)
- Guest registration, greet and welcome guests
- Silent auction support (e.g. Display silent auction items, complete paperwork for successful bidder, re-package items, and help guests take items to their vehicle, etc.)
- Collect donation envelopes
- Take pictures for social media posting
- Sell raffle tickets
- Act as a hole monitor or route marshall at the golf tournament; deliver supplies to volunteers at each hole
- Answer guest questions about CMHA programs
- Report risk management issues to supervisor

Time Commitment:

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

Skill and Knowledge Requirements:

- Willingness to work as part of a team
- Punctual, reliable, non-judgemental, warm and empathetic
- Passionate about ensuring an outstanding experience by event participants
- Flexibility to move from one task to another as the event progresses
- Understanding of the importance of being a CMHA Edmonton ambassador to donors
- Prior volunteer experience with events an asset
- An understanding of mental health and recovery

Other Requirements:

- A personal cell phone to communicate with volunteer supervisor or delegate upon arrival and departure from event site
- Ability to travel within the Edmonton Capital Region while transporting equipment and supplies
- Ability to lift and carry 25 lbs

Training and Skill Development:

- Agency orientation
- Job specific training
- Report any risk management issues to volunteer supervisor

Supervision:

- Volunteer reports to the Executive Assistant and Director of Resource Development

Working Conditions:

- Volunteers will assist with events in the Edmonton Capital Region. Typical events are: breakfast/dinner fundraisers, walk/run, third party fundraisers. Events are held in hotels, conference centres, and in parks.
- Wheelchair accessibility cannot be guaranteed at all events
- The CMHA Edmonton office will provide all printed materials, giveaways, signage, and any other necessary materials and equipment (including a first aid kit)