



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 event
- 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

Screening:

- Application Form
- Interview
- Police Information Check with Vulnerable Sector Check
- Reference Checks

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

Volunteers will embody the vision, mission and values of CMHA Edmonton**Our Vision**

Mentally healthy people in caring communities.

Our Mission

Building healthy and resilient communities by providing mental health services, education resources, and crisis intervention.

Our Values

Social justice and inclusivity
Empathetic, respectful relationships
Collaboration and partnerships