**Constituent Relations Volunteer**

**Our Organization**

The Canadian Mental Health Association (CMHA) Alberta Division is a provincial organization where Albertans find compassionate support, responsible care and accessible resources.

For more than 60 years in Alberta, CMHA has focused on community based services, recovery and support for Albertans impacted by mental illness. We stand with people living in their community as they achieve their wellness goals.

CMHA Alberta Division operates as a registered charity within the not-for-profit sector. We work at the intersection of clinical and local mental health care. Our programs, projects and services are developed to address the unique needs of individuals and communities. We work to advocate for better mental health for all.

**The Volunteer Role**

CMHA Alberta Division is looking for a competent individual who is able to work professionally with stakeholders of the organization to help build attendance at the 2020 Working Stronger conference.

**Responsibilities:**

*Constituent Building*

* Update and manage constituent contact list
* Recruit constituents through research and communication
* Using email, reach out to potential attendees of the conference

*Working Stronger Communications*

* Manage communications with conference participants, potential conference attendees and other stakeholders
* Promote conference through tactical communications to constituents
* Assist in creating email communications for constituents

*Recruit Working Stronger Presenters*

* Through online research, reach out to potential speakers and invite them to submit an abstract

*Other Responsibilities*

* Project and event assistance

**Volunteer Competencies & Requirements**

To be successful in this position, volunteers should possess the following skills:

* Strong communication, writing and editing skills;
* Ability to work in Microsoft products, including Word, Excel and Outlook;
* Familiarity with Mailchimp considered an asset;
* Ability to follow directions; and
* Ability to work with minimal supervision;

**To Apply**

If you would like to apply for this internship, please email Kolbi Kukurba at volunteer@cmha.ab.ca with your resume or complete the volunteer form at <https://alberta.cmha.ca/get-involved/volunteer/>. We appreciate all of those who apply but only those considered for the volunteer position will be contacted. Those who live with mental illness or a mental health issue are encouraged to apply.