# *Contact Management Assistant*

**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 volunteer to help manage and categorize our social media followers and email database contacts to create targeted lists for information distribution.

**The “Ask” (aka Responsibilities):**

*Contact management*

* Sort through our 30,000 + followers on LinkedIn and organize into stakeholder categories
* Create targeted lists for sending out CMHA, Alberta Division news and information
* Assist in filtering contacts on other social media or email platforms

**Volunteer Competencies & Requirements**

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

* Background in administration/contact management type roles and familiar with social media platforms including LinkedIn, Facebook, Instagram, Twitter and MailChimp
* Available to support with administrative tasks approx 8-12 hours per month (schedule can be flexible)
* Own computer is required
* Effective communication and interpersonal skills
* Ability to work in Microsoft products, including Word, Excel, PowerPoint, and Outlook and Teams
* Ability to follow directions and meet deadlines

**Interested?**

Please email Samantha Cashin at [events@cmha.ab.ca](mailto:events@cmha.ab.ca) with your expression of interest for the role. Deadline for applications is February 7, 2023.

We appreciate all who apply but only those considered for the volunteer position will be contacted.