



NAMI | San Joaquin County

Volunteer Opportunities

NEWSLETTER COMMITTEE COORDINATOR

Job Description:

The Newsletter Committee shall be responsible for editing, publishing, and distributing the NAMI San Joaquin County newsletter. All NAMI officers and chairpersons of other committees shall provide copies of prospective news items to the Newsletter Committee by the first week of the month.

Job Requirements:

- Proficiency in Microsoft Word or another PC- compatible word processing program.
- Must have basic writing & document editing skills
- E-mail & internet access

WEBSITE CONTENT COMMITTEE COORDINATOR

Job Description:

The Website Content Coordinator will be expected to write and/or collect newsworthy articles for our website.

Job Requirements:

- Proficiency in Microsoft Word or another PC- compatible word processing program
- Must have basic writing & document editing skills
- E-mail & internet access

MEMBERSHIP COMMITTEE COORDINATOR

Job Description:

The Membership Coordinator will be responsible for maintaining current membership data, encouraging membership growth opportunities, and serving as a general liaison between the affiliate Board, its members, and the state and national organizations. The Coordinator will gather NAMI San Joaquin County membership application information from national, state, and local submissions, and will maintain an up-to-date Excel membership database, the NAMI 360 software. The Membership Coordinator will also be responsible for sending a welcome letter to new members as well as spearheading the annual membership drive, which may include creation and distribution of membership renewal notices (January), membership renewal courtesy calls (February), and other special events designed to maintain and/or increase membership (including sending thank-you notes and promotional items to new and renewing members).

Job Requirements:

- Proficiency in Microsoft Excel (database program)
- E-mail & internet access

- Comfortable contacting current & prospective members to solicit annual dues & contributions
- Should possess a desire to creatively develop & expand the membership base through marketing & promotion of services

VOLUNTEER COMMITTEE COORDINATOR

Job Description:

The Volunteer Coordinator will recruit assistance for specific tasks and projects, will respond in a timely fashion to prospective volunteers' interest inquiries via phone and e-mail, will assign tasks (with Executive Director's input) and discuss responsibilities with volunteers, will oversee projects, ensuring that volunteers have adequate resources and direction, will report on task progress to the Executive Director, and will send thank-you's to volunteers after project completion.

Job Requirements:

- E-mail & internet access
- Must be comfortable soliciting assistance, organizing activities, & providing direction/feedback to individuals & groups
- May need transportation to oversee projects

PUBLIC RELATIONS/ MARKETING COMMITTEE COORDINATOR

Job Description:

The Publicity Relations Coordinator shall publicize NAMI San Joaquin County and its activities by all available means. Their duties will include but may not be limited to the following tasks:

- Create & distribute e-mail & hard-copy fliers for monthly affiliate educational forums, support groups, & special events to local media outlets
- Prepare & send occasional Public Service Announcements & press releases to local media
- Prepare & send event information to community channel (TV)
- Prepare & post weekly notices of events & activities in the Community Calendar (online)
- Prepare & coordinate paid newspaper advertisements for special events
- Create & develop advertisements for community mailings
- Create notices of activities & events for local radio stations

Job Requirements:

- E-mail & internet access
- Good/advanced writing & document editing skills
- Access to a computer with word processing & printing capabilities
- Experience organizing & creating visually appealing advertisements & posters is desirable
- Must be comfortable going into local businesses and agencies to ask for permission to post materials
- Access to transportation within the San Joaquin County area

SUPPORT GROUP COMMITTEE COORDINATOR

Job Description:

The Support Group Coordinator will regularly communicate with group facilitators to assess group

status (membership numbers, resource needs), will help recruit replacement facilitators if needed, and will periodically update group print and electronic marketing materials.

Job Requirements:

- E-mail & internet access
- Must be comfortable soliciting volunteers
- Must have basic document editing skills

GRANT WRITER/FUNDRAISING COMMITTEE COORDINATOR

Job Description:

The Grant Writer/Fundraiser will work with the Executive Director to seek relevant local, state, and national grants and assistance programs to develop and/or expand NAMI San Joaquin County programs and initiatives. These initiatives may include such things as funding for an administrative assistant, program sponsorship, etc. They may also solicit and coordinate donations of food items, office supplies, printing/publishing costs, and other resources to be used for various affiliate activities. They will devise methods of raising money to increase the treasury and submit project ideas to the Board, who will implement any adopted ideas/ projects.

Job Requirements:

- Good/advanced writing & document editing skills
- Some experience with grant writing is desired but not required
- E-mail & internet access
- Access to a computer with word processing & printing capabilities
- Ability to organize materials & meet deadlines is required
- Must be comfortable soliciting donations from local agencies, businesses, & individuals

PROGRAMS COMMITTEE COORDINATORS

Job Description:

Seeking dynamic individuals to coordinate peer-led educational and support programs for adults whose lives are impacted by mental illness (see list below). The Programs Coordinators will be responsible for managing peer led anti-stigma and educational programs. A successful candidate must also have administrative skills and will work with the Executive Director.

Programs:

- Basics
- Family-to-Family
- Peer-to-Peer
- Provider Education
- Ending the Silence
- In Our Own Voice
- Parents & Teachers as Allies

Job Requirements:

- E-mail & internet access
- Good communication skills
- Access to transportation within the San Joaquin County area

- Must be comfortable working with persons in recovery with a mental illness
- Must be comfortable soliciting volunteers
- Organizing and scheduling presentations
- Preparing presentation materials (copies) and submitting required reports
- Be in recovery yourself or have a family member in recovery

OFFICE VOLUNTEER

Job Description:

Works in the NAMI office providing support with filing, phones, data entry, mailings, making copies, and greeting the public.

Job Requirements:

- Must be comfortable answering calls from a variety of people, including consumers and family members
- Organized
- Good communication skills
- Be available for one-time projects, such as mailing of the bi-monthly newsletter and assisting with preparing binders for classes.

BUDGET & FINANCE COMMITTEE COORDINATOR

Job Description:

The Budget & Finance Committee shall prepare a proposed budget for the fiscal year. The committee shall study budgets from previous terms and present the proposed budget to the Executive Board.

Job Requirements:

- Review all actions involving money, securities and other assets of the organization
- Ensure judicious execution of financial activities
- Oversee management's implementation of accounting internal controls for the organization
- Review quarterly internal financial statements
- Review annual budgets for adherence to program and policy priorities as identified by the Board

HOSPITALITY COMMITTEE COORDINATOR

Job Description:

The Hospitality Committee is assigned the responsibility of welcoming members, visitors and new members at meetings, superintending the sign-in sheet; making adequate room arrangement for meetings, and planning for the serving of refreshments.

Job Requirements:

- Organizational & communication skills
- Attention to detail

LEGISLATION COMMITTEE COORDINATOR

Job Description:

The Legislation Committee will review proposed legislation affecting the mental health system and advise the membership as to the significant features; maintain liaison with legislatures and other officials active in this field and support legislation designed to improve the mental health system.

Job Requirements:

- Good research, communication, and writing skills

SPEAKER EDUCATION COMMITTEE COORDINATOR

Job Description:

The Speaker Education Committee will solicit organizations offering workshops, speakers and education materials and maintain a speaker and workshop bureau, plan programs for meetings, all to be approved by the Board.

Job Requirements:

- Good research, communication, and writing skills

DATABASE COORDINATOR

Job Description:

The Database Coordinator will be in charge of communicating with local businesses to acquire contact information, entering data into an excel data and other database software (Constant Contact), managing updates to contact information at all database sources, and reporting important information and staying in contact with supervisors in a timely manner. Will process labels for the bi-monthly newsletter and coordinate it's distribution.

Job Requirements:

- Computer access
- Internet access
- Some knowledge of excel software
- Communication skills (in person and on phone)