



**CONTRACTED POSITION TITLE:** Outreach Administrative Apprentice  
**POSITION STATUS:** Independent Contractor  
**REPORTS TO:** Training Director and Executive Director  
**COMPENSATION:** \$20/hour; no benefits  
**HOURS:** 5 hours/week

### **ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES**

The Outreach Administrative Apprentice is primarily responsible for assisting with outreach to engage diverse groups and individuals in Peer Action League activities, and general administrative support.

1. Correspondence, file organization and membership rosters.
2. Maintain updated knowledge of current affairs peer run program issues and concerns.
3. Develop and maintain relationships with diverse community groups and State organizations, CAMHPRO and Peer Action League (PAL) members to generate diverse participation in PAL activities and committee work.
4. Maintain updated knowledge of current affairs and on behavioral health disparities, health access and social justice policies affecting racially, ethnically and culturally diverse groups.
5. Provide administrative assistance and attend PAL activities as needed.

### **QUALIFICATIONS FOR POSITION**

1. Commitment to the mission, vision and values of recovery and CAMHPRO.
2. Personal identification with at least one racially, ethnically, culturally or LGBTQ groups.
3. Prefer person who is bilingual.
4. Experience in, and knowledge of the behavioral health consumer movement.
5. Lived experience of behavioral health condition(s).
6. High School Diploma or equivalent.
7. Six months work/volunteer experience at community level.
7. Administrative experience.
8. Owns reliable phone, computer and internet connection.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Excellent communication and interpersonal skills.
2. Good computer skills and record keeping ability
3. Demonstrated time-management and organizational skills.
4. Political judgment and diplomacy.
5. Ability to travel within the region lived in.

*CAMHPRO is an equal opportunity employer and encourages people with disabilities to apply for positions.*