

## Outreach Associate

UPDATED SEPTEMBER 28, 2015

### NAMI GBCAN

The NAMI Greater Boston Consumer Advocacy Network (GBCAN) is a peer-run organization helping people advance in their recovery from mental health and/or addictions. Our volunteers help run support groups, do individual and systemic advocacy, outreach and development, information technology, public policy, tutoring and other activities. You will be working closely with co-founder Howard D. Trachtman, BS, CPS, a nationally recognized mental health advocate and a variety of passionate other volunteers.

### Responsibilities

NAMI GBCAN seeks an outreach and development associate who will work closely with co-founder Howard D. Trachtman, BS, CPS, a nationally recognized mental health advocate, the outreach and development coordinator and other NAMI GBCAN staff. The outreach associate will:

- Maintain a database of NAMI GBCAN members and verify accuracy of NAMI's database
- Recruit new NAMI GBCAN members and renew lapsing members
- Check NAMI GBCAN voicemail/email and respond to information/referral and other calls
- Provide peer support as needed
- Help facilitate the monthly business meeting
- Visit in person or communicate with other organizations to promote NAMI GBCAN
- Communicate with existing NAMI GBCAN members via phone, email, and US mail
- Help with the NAMI GBCAN newsletter
- Prepare for yearly NAMI Walks (May) and ongoing fund-raising
- Help coordinate legislative advocacy
- Provide input on updating our website
- Maintain NAMI literature and help distribute to the community
- Help staff NAMI GBCAN information table at conferences and events
- Help organize NAMI GBCAN social events

### Application

To apply or if you have any questions, please contact:

Howard D. Trachtman, BS, CPS, CPRP  
Co-Founder and President Emeritas

[hdtd@namigbcn.org](mailto:hdtd@namigbcn.org)  
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OR

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