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 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 Emeritus

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OR

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