



Mood Disorders Association of Ontario

Continuous Improvement Project Assistant – Volunteer Posting

Title

Continuous Improvement Project Assistant (CI Project Assistant)

Reports To

Project Manager

The Opportunity

The Continuous Improvement Projects Volunteer key role is to assist the Project Manager with the organization's several ongoing projects to improve quality of services and office operation efficiency. Their responsibility will include assisting in conducting research, gathering of materials, as well as compiling and keeping track of project documents. The CI Project Assistant is encouraged to utilize their critical thinking skills and knowledge of the mental health system to provide input and come up with creative solutions. The areas that the CI team works on include policy and procedure, process and program development, and addressing clients and stakeholders' concerns. It is expected the incumbent will put in 2-3 hours weekly and their performance will be included in their overall contribution at MDAO.

Skills and Competencies

- Strong interpersonal skills and have ability to work independently and as part of a team.
- Proficient in basic computer programs and email.
- Proficient in Microsoft Word and Excel.
- Quality orientation.
- Accountability and dependability.
- Ethics and integrity.
- Strong time management and work organization.
- Excellent communication skill, both written and verbal.

Knowledge and Experience

- Must be a volunteer of MDAO
- Have a good understanding of MDAO operation is considered an asset.
- Experience in different volunteer roles at MDAO is considered an asset.
- Education and work background in projects execution is considered an asset.