

General Administrative Volunteer Support

Overview:

Volunteer will assist assigned department with administrative duties that would include a variety of tasks. Examples such as; make copies, putting together information packets, filing, data entry and phone calling.

Service Impact:

Additional administrative support service assists meeting the departments' functions and responsibilities.

Key Responsibilities:

- Clerical duties include; copying, faxing and shredding information
- Assist with special requests if able
- Assemble DARTS informational packets as needed
- Assist with mailings

Time Commitment:

- 6 month commitment
- 6 to 10 hours a month
- Flexible day hours

Qualifications:

- Ability to work with confidential information
- Interested in working with a variety of projects
- Knowledge of basic computer skills a plus
- Attentive to detail

Supported By:

Assigned Department

Benefits:

- Work with professional staff and friendly office environment
- Maintain and learn new skills
- Accommodations: Free parking and coffee
- Discover self fulfillment and strengthen our community by supporting others.