



## Administrative Assistant Volunteer Support

### Overview:

Volunteer will assist administration department with administrative duties that would include a variety of tasks. Examples: make copies, putting together information packets, filing, and updating manuals.

### Service Impact:

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

### Key Responsibilities:

- Clerical duties include copying, faxing, and organizing files
- Updating Board of Director Manual
- Assemble DARTS informational packets as needed
- Data entry with word or excel
- Assist with bulk 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
- Organizational skills
- Knowledge of basic Word and Excel a plus
- Attentive to detail

### Supported By:

Volunteer Resources and Administration Department

### Benefits:

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

