



Volunteer Administrative Assistant

Volunteer position description

This position will provide administrative support to the executive director and other agency staff in a variety of capacities. Work may range from typing, data entry, and filing, to project assistance.

Assignments may include working with confidential information. The work is assigned by the supervisor and other staff (as help is needed), in accordance with the skills of the volunteer.

Clinic managers work hard to make clinic services possible and sustainable, and the assistant serves an important function in this work.

Days/Times: Open scheduling between Monday and Friday, 9:00 am to 7:00 pm.

Once per week (approximately five hours). Six-month commitment.

Qualifications

- * Familiarity with MS Word and Excel
- * Familiarity with office organizing systems
- * Basic writing and computer skills
- * Typing, data entry, filing experience
- * Accuracy and Organization

This position is for someone with previous administrative support experience. No specific training is required. Support is provided on an ongoing basis.

Benefits of volunteering

- * The satisfaction of being part of a solution to a pressing community need.
- * Opportunity to learn new skills, and keep old skills sharp.