### Volunteer Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Office Assistant</th>
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<tbody>
<tr>
<td>Department</td>
<td>N/A</td>
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<tr>
<td>Reports to</td>
<td>Office Manager</td>
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<tr>
<td>FLSA Status</td>
<td>N/A</td>
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We are seeking a highly motivated, detail-oriented volunteer with strong communication and writing skills to volunteer at the CAC. This position is a great fit for volunteers who are interested in a nonprofit career, or recent graduates wanting to gain more work experience, or retired professionals looking to give back to their community.

**Responsibilities include, but not limited to:**

**Recordkeeping**
Responsible for maintain office filing and recordkeeping systems; enters, edits, and retrieves data; maintains databases, records, confidential files, and other related information for department needs.

**Document Preparation**
Produces letters, memos, spreadsheets, and agendas from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents; submits print requests; prepares pamphlets, flyers, manuals, and handbooks; proofreads assignments for accuracy and completeness.

**Communication/Customer Service**
Answers and routes telephone calls; conveys information both orally and in writing; answers inquiries from the community; act as office receptionist greeting and directing visitors.

**Staff Support**
Coordinates and prepares for meetings and special events by assisting with registrations, payments and confirmation reserving rooms, and arranging for refreshments and necessary equipment; duplicates, sorts and distributes various documents; prepares bulk mailing; sends, receives and distributes faxes, and email; sorts and redirects mail; maintains inventory of office supplies and orders as necessary; operates standard office equipment.

**Essential Experience and Competencies:**
- Excellent writing and editing skills
- Ability to communicate effectively with a variety of audiences
- Ability to multitask under pressure and to meet deadlines
- Ability to work independently and think creatively
- Attention to detail
- Strong organizational skills
- Enthusiasm for our mission
- Flexibility with changing situations
- Experience with Word, Excel, and PowerPoint

Volunteers may work between CAC office hours anytime from Tuesday – Friday 9 AM – 5 PM or Saturday 9AM – 5PM. Exact hours are at the discretion of the volunteer.