

Volunteer Description

Title	Office Assistant
Department	N/A
Reports to	Office Manager
FLSA Status	N/A

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.