



Title: **Administrative Assistant**

Purpose: To assist staff with administrative work.

Status: Volunteer: 2 hours/day for a minimum of 2 days/week

Report To: Designated Staff

Function: Performs word processing, data entry, document production, inventory analysis, research, clerical tasks, artistic assignments and more.

Duties and Responsibilities:

- Attend volunteer orientation, trainings and periodic refresher sessions.
- Assist supervisor with projects, as designated.
- Work efficiently and accurately.

Qualifications:

- Ability to commit to a regular schedule of one day per week, with scheduled time off.
- Ability to collaborate with program staff.
- Proficiency in the Microsoft Office Suite, with advanced skills in one or more programs.
- Highly accurate typing skills and a strong sense of attention to detail.
- Must work well independently and with minimal supervision.
- Able to communicate effectively, both verbally and in writing.
- Creative thinker and planner.
- Good organizational skills.
- Exceptional dependability.
- Ability to meet deadlines.
- Ability to operate office equipment, i.e., printer, scanner, copier, and fax machine.
- General comfort with technology including troubleshooting issues and learning new programs and processes.