



Job Description

Title: Clerical Volunteer

Job Goal: Assist with administrative tasks and bookkeeping functions

Responsible to: Associate Director

Time Required:

Approximate Hours: Monday-Friday, 9:00am-5pm

Length of Commitment: 2-4 hours (regular, on-call, and project-specific shifts)

Responsibilities include:

- Answer phones and greet visitors to office
- Data entry and generation of gift acknowledgement letters
- Filing, photocopying, document shredding
- Assist with mass mailings (quarterly newsletter, fundraising appeals)
- Applicant status system development and tracking
- Confidentiality

Desirable Qualifications/Skills:

- Familiarity with MS Word, MS Excel, MS Publisher, and other programs is a plus, but willingness to learn is required
- Must be able to multi-task and be detail-oriented
- Good oral and written communication skills
- Professional demeanor, flexible and dependable

Training provided: Task specific training available

Benefits: Meet great people, learn new skills, have fun in an office setting