



Administrative Assistant Volunteer

Position Description

Volunteers will be required to provide administrative and office management support to the Central Office team of ABC Head Start Society. This position is a combination of tasks related to general administrative duties including secretarial and reception duties supporting all departments including but not limited to data entry, filing, photocopying, mailouts, drafting/editing correspondence, and coordination of supplies to agency sites.

Key Responsibilities:

- Provide administrative support to all departmental members
- Perform basic data entry into agency systems
- Coordinate agency events including:
 - Booking space
 - Arranging food and beverage
 - Organizing volunteers for set up and take down
 - Printing documentation needed for event, i.e. agenda
 - Booking presentation materials such as screens, projector, microphone
- Organize and inventory office supply and lending library items
- Draft and edit agency documents
- Create agency templates for administrative and program use
- Organize and implement donation and marketing mailouts
- Maintain high level confidentiality in all interactions
- Maintain a professional image and demeanor with all employees, management, executive, board and visitors at all times.

Requirements:

- Volunteers must be 18 years of age or older
- Time commitment of minimum of 15 hours per week and maximum 37 hours per week
- Excellent telephone skills including good listening and speaking skills
- Ability to effectively communicate to all levels of the agency and the community
- Professional appearance and common courtesy habits with dealing with staff and clients
- Good office organization and accurate record-keeping skills including attention to detail
- Good judgment and decision-making skills
- Intermediate computer skills with experience using Microsoft Outlook, Word, Excel and PowerPoint



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- A dedication to the mission of ABC Head Start Society
- Attend volunteer orientation
- Ability to work in collaboration with a team
- Willingness to learn
- Provide a Criminal Record Check and Child Intervention Check

Work Conditions:

- Sedentary position with intermittent physical activity including walking, standing, sitting, and lifting
- Manual dexterity required to use desktop computer
- Working environment typically in an office setting except when tending to inventory needs in warehouse storage lockers