

Volunteer Office Administration Assistant - Job Description

Overview:

Under the supervision and direction of the Executive Director, the office administration assistant will assist in fulfilling the operations and functions of the organization

Primary Responsibilities/Duties:

Assists with general office duties including but not limited to:

- General data entry
- Updating databases and lists as needed for efficient record keeping (Microsoft Excel and MailChimp)
- Maintain records by filing and labeling documents in paper and electronic form
- Photocopying
- Telephone communications
- Assisting with the preparation, reproduction, and emailing of notices for events, news, or programs
- Updating documents as needed

Expectations:

- Responding to assignments and requests as needed
- Exercise tact, discretion, and confidentiality
- Willing to learn new things
- Good telephone etiquette
- Can work in a timely and efficient manner
- Ability to interact well with others and work as a team player
- Ability to work independently

Time Commitment: Part time or as needed (on call).

- Duties will be carried out at resource centre, with the potential to work remotely as well (must have access to computer and Microsoft office software)

Skills and Experience:

- Experienced and Skilled with Computers (Microsoft Office)
- Proficiency in navigating the internet
- Ability to organize and set priorities
- Communication skills
- Familiarity with Mail-Chimp email marketing service is an asset, but not mandatory
- Office experience is an asset

Interested applicants are asked to submit a General Volunteer Application (online form available at www.Ldahalton.ca on Volunteer Page). Interview may be required