



Receptionist/Administrative Assistant Volunteer

Volunteer Position Description

Position & Responsibilities

Role Summary

The Administrative Assistant is responsible for working with multiple departments across the organization, assisting with office projects including data entry, filing and tracking content, copying, and assembling materials and packets, and answering phones at the front desk.

Impact & Benefits

- Assist multiple factions of the agency with efficiency and organization
- Ensure that the organization can continue to excel in its work and make a difference in clients' lives
- Gain insight and administration skills in a non-profit, social service organization

Position Responsibilities

- Complete office tasks including filing, copying, and assembling packets with organization
- Enter volunteer/intern data into database with confidentiality and attention to detail
- Communicate and collaborate with colleagues to plan and complete projects
- Assist visitors looking to access Harriet's Closet
- Accept in-kind donations

Qualifications & Expectations

Position Qualifications

- Excellent organizational and interpersonal skills
- Comfortable with the computer; experience with data entry and general computer software (i.e. Microsoft Office)
- Ability to communicate professionally via email and telephone
- Ability to work independently and to collaborate with a team
- Ability to work with diverse teams to foster a culturally inclusive environment

Time Commitment & Availability

- Flexible – weekday availability necessary (Mon – Thurs), 3-10 hours/week

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- The Administrative Assistant Volunteer is supervised by the full-time Receptionist/Administrative Assistant

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.