



**Job Title:** Office Assistant I  
**Department:** Volunteer Center and Executive Department  
**Report to:** Volunteer Coordinator, AmeriCorp Member  
**Status:** Exempt, part-time (unpaid)  
**Job #:** 0022013

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### **GENERAL PURPOSE FOR JOB:**

The Office Assistant will be responsible for assisting the organization in the development and implementation of its volunteerism, organizational development, and public relations plans. This will be accomplished through organizing, maintaining and expanding valuable volunteers to participate at our Center.

### **PRIMARY RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO):**

- Assist with organizing volunteers' paperwork and files.
- Prepare materials needs for volunteering projects and volunteer recruitment process.
- May assist with performing volunteer trainings.
- Network with faculty, students, and organizations to develop new vendor relationships.
- Assist in coordinating various marketing methods including, direct mail, print ads, networking, internet, and social media.
- Assist with managing a volunteer management system.
- Perform tasks and projects as needed.

### **QUALIFICATIONS:**

- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow-up skills
- Proactive problem prevention and issue resolution leadership ability
- Leadership potential
- Proficiency in Microsoft Word, Excel, Internet, and Outlook required
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team

### **TIME COMMITMENT**

- Willing to commit to volunteering for 3 months minimum.
- Willing to commit to a 3 hour minimum shift.

### **BENEFITS:**

- Build resume and explore career options.
- Apply skills and knowledge to the workplace.
- Access to break room and available snacks.
- Expand understanding of disabled community.