

ORGANIZATION LOGO

SAMPLE

OFFICE ASSISTANT VOLUNTEER Job Description

Volunteer's Report to: Sally Johnson, Development Manager

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines in the (organization name) office. This will include answering phones and other administrative tasks as assigned by the Development Manager.

Essential Duties and Responsibilities:

- Answering phones
- Data entry
- Filing
- Maintenance of office space
- Other duties specifically around coordination of special events, or as assigned.

Requirements:

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of Komen volunteers, partners, and donors
- Computer skills are desired, but not necessary

Benefits:

- Knowledge that you are working as a team to ensure that office functions run smoothly.
- Work experience
- Free refreshments!
- Free parking if needed.

*We can't do it without you
!
Thank you for being part of our team.*

