

## Volunteer Job Description

**Title:** Office Assistant

**Job Goal:** Help with the organization and running of daily administrative operations

**Responsible to:** Volunteer Coordinator

**Time Required:**

**Approximate Hours:** Minimum 2 hours/shift up to 6 hours/day:

- Monday 9:00 am – 3:00 pm
- Tuesday 9:00 am – 3:00 pm
- Wednesday 9:00 am – 3:00 pm
- Thursday 9:00 am – 3:00 pm
- Friday 9:00 am – 3:00 pm

**Length of Commitment:** 1 month to as long as is mutually beneficial

**Responsibilities include:**

- Greet visitors to office and direct them as needed
- Organize office and assist staff in ways that optimize procedures
- Perform paper and digital document filing
- Perform various data entry and clerical duties
- Answer telephone, attempt to meet caller's needs, screen calls for staff, take messages

**Desirable Qualifications/Skills:**

- Enthusiasm for Habitat's mission
- Good oral and interpersonal communication skills, including a confident and compassionate phone manner, are required. Familiarity or willingness to learn MS Word, MS Excel, MS Publisher, and other programs is a plus
- Ability to follow HFHFDL's code of conduct and confidentiality policies
- Must be comfortable interacting with a diverse set of people with varied life experiences, both on the phone and as walk-in visitors to the office
- Willingness to learn about Habitat's programs, staff assignments and areas of expertise, committee structure so that callers can have questions answered efficiently or be quickly transferred to the correct person

**Training provided:**

- Phone system
- Habitat program overview
- Staff responsibilities, and a brief overview of other area resources in the social services/housing areas

**Benefits:** Meet great people, learn new skills, have fun in an office setting