**Job Description**

|  |  |
| --- | --- |
| **Summary** | |
| Job Title | Volunteer Office Assistant |
| Department | Administration |
| Location | US Office, Nashville, TN |
| Job Type | Part-time Volunteer |
| Reporting To | Jodi Solem |
| Direct Reports | None |
| Job Purpose | To provide support to the Office Administrator |
| **Duties & Responsibilities** | |
| * Provide admin support with events, pre and post * Light data entry * Help with counting inventory of materials and merchandise items * Assist with light cleaning of the office * Handle incoming phone calls * Fulfilment of web store orders * Other office duties as needed | |
| **Person Specification** | |
| Experience & Qualifications | |
| * Must be 18 years or older * Be willing to undergo a background check * Some office or non-profit experience desirable | |
| Skills & Competencies | |
| * General computer knowledge, including Word and Excel * Detail oriented * Comfortable speaking on the phone * Able to utilize discretion in dealing with any confidential and sensitive information * Exhibits flexibility with job duties * Strong team player | |

|  |  |
| --- | --- |
| **Review** | |
| Date Completed |  |
| Version Number |  |
| Approved By |  |