**Job Description**

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| **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
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| **Person Specification** |
| Experience & Qualifications |
| * Must be 18 years or older
* Be willing to undergo a background check
* Some office or non-profit experience desirable
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| 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
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| **Review** |
| Date Completed |  |
| Version Number |  |
| Approved By |  |