



## **Volunteer Job Description** **Events Office Assistant**

**Major objective:** Help our very busy Special Events Department with general office/clerical tasks.

**Duties/Responsibilities:** (May fluctuate by need.)

- Filing
- Organizing binders
- Making follow-up or preliminary phone calls
- Data entry
- Bulk mailings
- Distribute event flyers around town & assist with off-site errands

**Training requirements:**

- New Volunteer Orientation
- Brief overview of assignments from Events Coordinator

**Time commitment:** At least 4 hours per week for 3 months.

**Volunteer profile:** Those who will enjoy & excel at this job will:

- Find joy in organizing
- Be a “people-person”
- Have good oral and written communication skills
- Work easily in a professional environment
- Have availability *sometime* Monday – Friday, during office hours

**Volunteer Benefits:** Resume-building (with the possibility of a letter of recommendation if successful); participating in a department that brings in ~\$300,000/year to our shelter; helping abandoned animals without the hands-on physical activity.

**Supervisor:** Special Events Coordinator(s)