

Volunteer Role Profile- Administrative Assistant

Volunteer Status: Long Term preferred, Short Term possible

Purpose: Wright County Community Action (WCCA) offers multiple programs to help fight poverty in partnership with the community. Our Food Security program aims to ensure that Wright County families have reliable access to food and know where their next meal will come from. The administrative assistant volunteer will perform a range of administrative and office support functions for WCCA to efficiently operate.

Supervisor: Volunteer Coordinator (Alivia), Food Shelf Manager (Tammy)

Duties/Expectations:

- Production, updating and managing volunteer paperwork
- Assist in volunteer coordination and recognition efforts
- Updating volunteer hub
- Answering incoming phone calls and taking messages
- Maintaining an organized desk space at the Food Shelf
- Maintaining and updating volunteer database and ensuring all information is correct
- Other administrative duties
- Photocopying/scanning
- Filing
- Ensure all thrift shop paperwork/cash deposit is correct from prior day
- Accept and/or decline food shelf donations
- Occasional special tasks based on volunteers' interests and abilities

Training: 1 hour training

Qualifications:

Self-starter with minimal supervision

Organized

Ability to multi task and help out in other volunteer roles as needed

Ability to work as a team

Ability to prioritize

Experience of basic office practices and reception duties

Ability to maintain absolute confidentiality about organization and client information

Ability to work with attention to detail

Proficient typing skills, phone and computer skills and professional courtesy

Excellent listening and communication skills

Possess non-judgmental attitudes towards clients

Time Commitment:

6 month commitment

6-12 hours per week; varies depending on volunteer availability.

Location: 411 Elm Ave, Waverly, MN

Volunteer Benefits: Our food shelf, thrift shop and main office have a variety of administrative needs that can benefit the volunteer in strengthening their skills, gaining new skills and building their resume; while creating and maintaining professional communications. In addition, giving back to the community and assisting WCCA in preventing and resolving conditions of poverty.