

## Volunteer Office Assistant Position Description

Responsible To: Volunteer Coordinator & Program Support Coordinator

Importance of Position: Assist us as we serve over twenty non profit literacy centers in San Diego County. Our network programs significantly impacts the lives of adults, children, and families who are not functionally literacy. Help us as we work to make San Diego a more literate community.

### Qualifications:

- Must be 18 years of age or older
- Ability to follow oral and written instructions
- Must be reliable and responsible
- Interpersonal skills and ability to communicate properly with staff and other volunteers
- Prior secretarial or administrative experience helpful but not required

### Responsibilities:

- Complete tasks assigned for the day which may include typing, filing, envelope stuffing, copying, and other basic office duties
- Enter donor, learner, and volunteer demographic information into Raiser's Edge tracking system
- Assist with other special events as requested
- Attend a brief weekly meeting with the volunteer coordinator

Training Provided: Introduction to The San Diego Council on Literacy's mission, staff, and knowledge of our network of Literacy Programs will be provided. Volunteer will also be trained to use Raiser's Edge.

### Benefits of Volunteering:

- Opportunity to gain experience working in a nonprofit organization
- Opportunity to learn new skills
- Opportunity to explore a career in a nonprofit organization
- Opportunity to earn college credit or meet course requirements

### Time Commitment:

- 3-5 hours a week; negotiable
- Opportunities available Monday-Friday 8am-4 pm
- At least 3 months

Volunteer Location: 2515 Camino Del Rio South Suite 111, San Diego, CA 92108

Contact Person: Erin Leahey, Volunteer Coordinator (619)574-1641 ext 105 or [eleahey@literacysandiego.org](mailto:eleahey@literacysandiego.org)

Signature \_\_\_\_\_

Date \_\_\_\_\_