

Volunteer

Role Description



Office Assistant

The Office Assistant provides vital support to the Office Coordinator and other staff, during office hours, in the areas of office administration and special project or event coordination. This position is great for motivated volunteers who want to become familiar with the charity sector, gain skills in office administration, and who live in the Halifax area.

Role Description

The volunteer will help with some aspect of:

- Office administration tasks, including filing, data entry, reception or mailouts.
- Event follow-up, including thank you calls to participants and sponsors, or thank you letters to attendees.
- Preparing income tax receipts for donations received.
- Updating records on the Nature Trust database as new information is received.
- Soliciting, processing and receipting donations and memberships.
- Public relations and promotion. (This could include distribution of public service announcements, advertisements, etc.)
- Helping with committee work. Events committees (Climbathon, annual dinner) or Newsletter Committee may occasionally need assistance (especially as deadlines approach) and this work can easily be done by a willing volunteer who doesn't have enough time to actually serve on the committee.

Qualifications/ Skills Required

- Well-developed interpersonal skills and a flexible skill set.
- Ability to work with minimal supervision.
- Basic knowledge of Microsoft Word and standard office equipment; familiarity with Microsoft Access is appreciated.
- Orientation and basic training provided.

Time Commitment

Depending on tasks and availability the volunteer may contribute 5 hours or more per week. This is discussed with volunteers during initial interviews.
