



JOB TITLE: Office Volunteer
REPORTS TO: Donor Relations Coordinator
LOCATION: Abbotsford, BC

SUMMARY OF ROLE

The Office Volunteer will perform a variety of administrative and general administrative activities.

Weekly Volunteer: the weekly volunteer position will be responsible for a specific number of hours in office each week to perform administrative tasks such as filing, typing, data entry, assembling mail packages and other administrative specific jobs.

Project-Based Volunteer: project-based volunteers will be contacted for specific needs throughout the year. These projects could include tagging products for Casa de Luz Co., assembling Christmas boxes, putting together mail-out packages, printing and cutting, event preparation or other hands-on tasks as needed.

Duties and Responsibilities

- Provides support to our Canadian office staff and administration team
- Exhibits polite and professional communication
- Supports our donor care team by performing tasks related to specific projects
- Contributes to team effort in accomplishing projects in a timely manner

Skills and Qualifications

- Organization
- Professionalism
- Excellent time management skills and the ability to prioritize work
- Attention to detail

The above list is not exhaustive. The successful applicant may be required to take on other duties and responsibilities for the effective and efficient performance of this role.

This is a volunteer position. Time will not be compensated with pay, though we will be happy to write a reference letter including the number of hours volunteered with Casa de Luz Ministries.