



Volunteer Administrative Assistant Job Description

Supporting Organizational Success Through Administrative Excellence

Position Overview

The Volunteer Administrative Assistant will play a key role in supporting the day-to-day operations of our organization. This position is ideal for individuals who are organized, detail-oriented, and eager to contribute their time and skills to make a meaningful impact. The Administrative Assistant will collaborate with staff and other volunteers to ensure smooth office operations and assist with a variety of administrative tasks.

Key Responsibilities

- Organize and maintain paper and electronic files and records
- Assist with scheduling meetings, preparing agendas, and taking meeting minutes
- Draft and proofread correspondence, reports, and other documents as needed
- Support event planning and coordination, including preparing materials and tracking RSVPs
- Order and maintain inventory of office supplies
- Assist with the volunteer program, tracking volunteer hours, training/orientation, and scheduling
- Perform other administrative duties as assigned by the board of directors

Qualifications

- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and willingness to learn new technologies
- Ability to handle confidential information with discretion
- Positive attitude and willingness to work as part of a team
- Previous administrative experience is a plus but not required

Time Commitment

Flexible hours, with a recommended commitment of 4-8 hours per month. Scheduling can be adjusted to accommodate academic, work, or personal obligations.

Location

The Volunteer Administrative Assistant position will be remotely located.



Benefits

- Gain hands-on experience in nonprofit administration
- Develop valuable office and communication skills
- Work in a supportive and collaborative environment
- Contribute to a meaningful cause and make a positive difference
- Receive letters of recommendation and verification of volunteer service hours upon request

How to Apply

If you are compassionate, committed to helping others, and interested in assisting with administrative tasks, please contact our volunteer coordinator at carepreparedinc@gmail.com to learn more or submit your application online.