



## VOLUNTEER POSITION DESCRIPTION **OFFICE ASSISTANT**

**GOAL:** Join our friendly office staff doing activities that fit all skill levels, from cutting coupons for our fundraiser to doing data entry to helping with bulk mailings.

**Duties and Responsibilities:**

- Flexibility to assist with a variety of tasks
- Data-entry onto the computer (Excel or Access database)
- Sorting, filing and shredding paperwork
- Photocopying or faxing for distribution
- Assist with the coupon collection program
- Enter into our online ordering system faxed customer orders, as needed
- Detail-oriented, and have good organizational skills
- Maintain donor and customer confidentiality
- Communicate with Administrative Assistant for assignments and schedule
- Communicate with Volunteer Coordinator monthly volunteer hours

**Requirements:**

- Commitment of 2-4 hours twice per month or weekly during regular business hours for a minimum of three months
- Work in our St. Paul office, located on the bus line, free parking available
- Computer related, data-entry and office skills (telephone, fax, copy machine, etc)
- High School diploma/GED required; some post-secondary schooling preferred
- Fluency in English (read, write, speak, and understand)
- Interest or ability to learn about senior nutrition or helping senior citizens

**Reports to:**

Administrative Assistant for task supervision

**For more information:**

Volunteer Coordinator  
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