



Volunteer Opportunity Title: Administrative Assistant – Chapter Office

Organizational Impact:

Assist in the day to day operations of the Chapter Office in order to provide friendly and helpful service to Chapter members, assistance to Chapter committees and provide friendly and helpful service to the general public looking for information about inherited bleeding disorders.

Position Summary:

Provides secretarial support to the Chapter's Executive Director. Performs routine office duties such as: filing, preparing documents for Board and committee meetings, answering the phone, preparing data bases and mailings for the membership.

Responsibilities and Duties:

- Writing letters and preparing mail merges for Chapter mailings
- Answering the telephone
- Filing
- Preparing packages for various meetings
- Research for committees as needed

Preferred Skills / qualifications / experience: Excellent interpersonal skills, typing skills, proficiency using Word and Excel, ability to take direction but also take initiative in maintaining the Chapter office.

Skills Gained: Administrative Assistant experience

Training / Support: The Executive Director will provide guidance as required.

Additional Checks: N/A

Time Commitment: Prefer a commitment of twice a week for three hours. However, position can be flexible

Start / End Dates: Open

Start / End Time: Open

Number of Positions: 2-3

Opportunity Location: Office location with the possibility to work from home via internet and email

How to Apply: Fill out the volunteer application and send with a cover letter to the Executive Director

Contact Name: Christine Keilback

Title/Role in Program: Executive Director

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