

**Position Title:** Office Assistant

**Supervisor:** Jennifer Kloesel, Volunteer Coordinator. Call at 360.682.6744 or email [jenniferk@victimsupportservices.org](mailto:jenniferk@victimsupportservices.org)

**How to Apply (Two options):** Contact Jennifer Kloesel, Volunteer Coordinator for more information on the Administrative Assistant position and to receive a Victim Support Services application via email or visit our website at [www.victimsupportservices.org/volunteer-opportunities](http://www.victimsupportservices.org/volunteer-opportunities) to download the application.

**Applicant Type:** Adults, individuals, students (must be 16 years or older), those wanting to familiarize themselves with grant writing.

**Description:** The Office Assistant will perform a variety of tasks depending on project deadlines. This will include administrative tasks as assigned by the Director of Hotline & Volunteer Services and/or the assigned VSS staff member that the volunteer will be assisting. This position helps to extend the resources in Victim Support Services to better assist and direct the needs of our clients.

Essential Position Functions:

- Data entry
- Filing
- Maintenance of office space
- Other duties specifically around coordination of special events, or as assigned

**Location and Time Commitment:** All work must be done in office at one of our locations: our VSS Administration Office in Everett, WA or one of our satellite offices in Bellingham, Seattle or Covington, WA. Time is flexible dependent upon your schedule, but must take place during business hours from 9am-5pm. 4-8 hours per month or as needed.

**Minimum Requirements:** Must submit an application and/or resume, complete interview, criminal background check, able to maintain strict standards of confidentiality.

**Volunteer Benefits:** Knowledge that you are working as a team to ensure that office functions run smoothly. Work experience, it helps build your resume, shows you take initiative and boosts experience. Build your resume, volunteering is a plus on college applications, supervisor will write letter of recommendations.

**Community Needs Met:** Victim Support Services must not only rely on state and federal funding. The opportunity for private foundation and other funding sources for restricted and unrestricted funding is important in order to meet the needs of victims of crime and continue providing services.

**Position Description Agreement (for use upon volunteer or intern placement):**

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_