

Position Title: Administrative Assistant

Supervisor: MaryKate Lesar, Information and Referral Specialist. Call at 425.551.0065 or email MaryKate@victimsupportservices.org

How to Apply (Two options): Contact MaryKate Lesar, Information and Referral Specialist, for more information on the Administrative Assistant position and to receive a Victim Support Services application via email OR visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students (must be 16 years or older), and those wanting to familiarize themselves with clerical work and gain experience in behind-the-scenes work with a Nonprofit Organization.

Description: The Administrative Assistant will perform a variety of tasks depending on project deadlines. This will include administrative tasks as assigned by the Information and Referral Specialist 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
- Provide exceptional customer service when necessary
- Respond to business calls and/or emails as they arise
- Other duties specifically around coordination of special events, or as assigned

Location and Time Commitment: Administrative Assistant Volunteers and/or Interns work remotely with occasional, limited in-person services with the discretion of Supervisor at Administration Office in Everett, WA and/or other designated location as agreed upon in the region assigned to. Time and hours each week are flexible depending upon the volunteer's needs and preferences, but must take place during business hours from 9am-5pm PST. 4-8 hours per month or as needed.

Minimum Requirements: Successfully complete application, background check, and screening process. Excellent communication skills, both oral and written. Ability to maintain confidentiality of sensitive information. Participation as a team player and sensitive to issues of diversity. Computer knowledge of MS Office products (Word and Excel), and email systems. Must have reliable internet service.

Volunteer Benefits: Knowledge that you are working as a team to ensure that office functions run smoothly with the added bonus of proof you take initiative. Volunteering looks great on a resume and is a plus on college applications. Supervisors may write letters of recommendations upon request.

Community Needs Met: Work effectively with Victim Support Services to ensure business flows seamlessly in order to meet the needs of victims of crime and continue providing services to those in the community.

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: _____