



Administrative Assistant Volunteer

1. Are you task-oriented with skills in organizing and typing?
2. Do you like working in a friendly office environment?
3. Are you available any day Monday through Friday between office hours (9:00 am-5:00pm)?

If you've answered YES to all these questions then volunteering as an Administrative Assistant Volunteer will be a great fit for you!

We are seeking an Administrative Assistant Volunteer to support the "behind the scenes" work for many of our departments throughout Eliza Bryant Village. This work is essential as it allows us to perform to our highest ability for our employees, partners, vendors, and most importantly, the seniors we serve.

The Administrative Assistant Volunteer will play an active role in ensuring our administrative records are up-to date and properly organized.

Responsibilities for the Administrative Assistant Volunteer will vary day-to-day depending on the need but will primarily include:

- Organizing physical and electronic files.
- Copying and scanning documents into the electronic document drive.
- Putting together packets of information for employees, seniors, or other stakeholders.
- Creating documents with essential information.
- Adhering to the Volunteer Handbook & Policy Manual.

A detailed orientation and training will be provided upon start of service at Eliza Bryant Village.

The Administrative Assistant Volunteer should exhibit dependability, punctuality, creativity, enthusiasm, knowledge of operating computers, flexibility and patience. This is a great opportunity for volunteers seeking a training opportunity to increase their administrative and/or management skill set!

Contact Information:

Chantel Davis, Manager of Philanthropy & Volunteers, cdavis@elizabryant.org (216) 658-1882

Visit our website at <https://www.elizabryant.org/programs-and-services/volunteer/> to learn more about our Volunteer Program.