

## **VOLUNTEER CENTER OF BROWN COUNTY**

**Title: Administrative Assistant – Part-Time**

**Issued: 1/11/24**

**Reports to: Executive Director**

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**JOB SUMMARY:** Provides administrative, organizational, and clerical support to maintain an efficient office environment at the Volunteer Center.

### **HOURS:**

- Monday thru Thursday 8am to 1pm
- Occasional additional hours required for special events

### **ESSENTIAL FUNCTIONS:**

- Answer phones, monitor incoming emails, and answer or forward as appropriate
- Greet walk-in traffic and direct as appropriate
- Perform clerical tasks for the Retired and Senior Volunteer Program personnel as needed
- Assist with event planning and implementation
- Maintain office filing systems, and scan and copy documents as needed
- Monitor and maintain office supplies
- Update and maintain spreadsheets as requested
- Coordinate and organize appointments and meetings
- Perform work-related errands as requested, such as going to the post office
- Prepare and submit mobile bank deposits
- Process outgoing checks
- Ensure office equipment is properly maintained
- Record and update primary phone greeting as needed
- Other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Previous office experience may receive priority
- Skilled in Microsoft Word, Outlook, Excel, and Teams

### **KEY COMPETENCIES:**

- Organization and planning skills
- Time management and prioritization skills
- Verbal and written communication skills
- Attention to detail
- Flexibility and reliability
- Teamwork

**\*Successful candidate must pass criminal history background check.**

**Salary Range: \$13-\$16 hourly, depending on experience**

**Paid Holidays, Vacation, & Wellness days**

**Please apply by January 31, 2024.** To apply, send a resume and brief cover letter to Interim Executive Director Leanne Baeten at [leanne@volunteergb.org](mailto:leanne@volunteergb.org). Subject line: Administrative Assistant