

BCSS Office Administration Volunteer Job Description

Title: Office Assistant

Purpose: To assist with daily office administration and with membership and fundraising projects.

Job Responsibilities:

- Mail out information packs
- Data entry in fundraising database
- Photocopying/filing
- Helping to coordinate mailings, including organizing information packages as directed, stuffing envelopes, and using the postage machine.

Required Skills:

- Strong English (reading/writing)
- Solid working knowledge of Windows computers, Microsoft Applications
- Knowledge of non-profit sector and database entry would be an asset
- Ability to work well in a small, friendly office environment