



## Front Desk Assistant / Office Assistant

### *Candidate Profile:*

- Welcoming and friendly individual interested in refugee and immigrant issues
- Self – motivated and independent worker
- Organized and able to multi-task
- Has typing ability and computer skills
- Able to maintain confidentiality

### *Position Description & Duties:*

Mondays - Fridays 10am – 2pm with flexibility on hours as needed

Welcome and assist clients and students both in person and by phone at busy front desk.

Complete various administrative tasks such as but not limited to: data entry, copying, faxing, mailing and maintaining appointment calendars. Complete various administrative tasks such as but not limited to: data entry, copying, faxing, mailing and maintaining appointment calendars.

### *Time Commitment:*

- Minimum of 6-10 hours/week for 4 months, 2 days a week. Willing to consider less weekly hours if commitment can be made for more than 4 months.
- Please note that evenings and weekends offer little direct client contact/interaction but offer great behind the scenes opportunities!
- Both opportunities offer flexible schedules and could include morning, afternoon and/or evening. Volunteer could set their own hours.