

Admin Volunteer

Admin Volunteers assist with a variety of administrative tasks at the Love Thy Neighborhood offices. This can include but is not limited to: sending out mailings, entering data, organizing supplies, cleaning offices, painting, small construction projects, etc. You set your own schedule for this position. Direct questions to Kirsten Cragg: kirsten@lovethyneighborhood.org.

Days & Times

- Anytime, Monday - Friday, 9am - 5pm

Duration

- Could be weekly, biweekly, monthly, etc.

Demographics

- Adults (18+)

Qualifications

- Good communication
- Flexible and willing to learn
- Reliable and punctual
- Trustworthy

Responsibilities

- Assist the office staff with a variety of administrative tasks - mailings, data entry, office cleaning, organization of supplies, events, etc.