



## **Volunteer Office Assistant**

**Location:** Administration office in Kona; 73-4161 Ulu Wini Place, Bay 1

**Job Goal:** Assist with administrative tasks in Resource Development department

**Supervisor:** Resource Development Specialist, Finance Director

**Approximate Hours:** Tuesday & Thursday, 11:00am-3pm

**Length of Commitment:** 2-4 hours weekly (regular, on-call, and project-specific shifts)

### **Responsibilities include:**

- Data entry and generation of donor acknowledgement letters
- Donor acknowledgement phone calls
- Filing, photocopying, document shredding
- Assist with fundraising campaigns
- Confidentiality

### **Desirable Qualifications/Skills:**

- Familiarity with MS Word, MS Excel, MS Publisher, and other programs is a plus, but
- willingness to learn is required
- Must be able to multi-task and be detail-oriented
- Good oral and written communication skills, in-person and on telephone
- Professional demeanor, flexible and dependable

Training provided: Task specific training available as needed

**Benefits:** Meet great people, learn new skills, have fun in an office setting, volunteer with Habitat!

To Apply:

- Register as a volunteer on our website, : <https://www.habitathawaiiisland.org/volunteer-application-form.html>. Note in the comment section – Volunteer Office Assistant