



Job Title: Office Support
Reports to: Rebecca Werner
Status: Volunteer, As Needed

POSITION SUMMARY

Volunteers that are a good fit for office support like to work on routine tasks independently, including small mailings, printing jobs, putting together packets and even some scanning or filing. There is a lot of variety from week to week in completing these important behind the scenes tasks.

ESSENTIAL FUNCTIONS

- Prepare mailings, including stuffing and addressing envelopes
- Prepare materials for events
- File and organize documents
- Scan documents or create digital documents, if able (computer skills not required)

QUALIFICATIONS

- Prior attendance at a Literacy Connects Info Session
- Attentive to details
- Able to stand and move freely
- Flexible with doing whatever job is needed on a given day
- Be at least 18 years old with GED or HS diploma

Hours: Flexible; individuals might have a set day and time they come in to help, and/or they may be asked to come in for special projects

Interested? Attend a Literacy Connects Info Session: <http://literacyconnects.org/volunteering/>

Still have questions? Contact Rebecca at rwerner@literacyconnects.org

Website: www.literacyconnects.org