

OFFICE ASSISTANT

Objective:

Office Assistants enhance the organization's productivity by helping Atlanta Habitat staff complete various office/clerical duties and data entry projects.

Outline of Possible Volunteer Responsibilities:

- Organize and file documents
- Enter volunteer information using Microsoft Excel
- Create and place envelope labels
- Sort cancelled checks for the finance department
- Help with mailings
- Make copies
- Help prepare for upcoming homeowner education courses

Schedule: Volunteers work shifts of at least two hours during Atlanta Habitat's normal office hours, Monday-Friday. Shift times vary. Check VolunteerHub for exact shift times and details.

Time Commitment: When an Office Assistant signs up for a shift, we ask that they take that commitment very seriously. In order to be most efficient and productive, we ask to commit at least two hours of service at a time. If something comes up and you are unable to work that day, we ask that you notify us as far in advance as possible so we can find a replacement.

Qualifications:

- Passion and enthusiasm for Atlanta Habitat's mission
- Knowledge of office procedures, filing, alphabetizing, etc.
- Detail-oriented and organized
- Ability to sit at a computer for an extended period of time
- Ability to communicate effectively both orally and in writing

To get started:

- 1) Attend Atlanta Habitat's [Volunteer Orientation](#).
- 2) [Register for volunteer shifts on VolunteerHub](#). Office volunteer shifts are posted as needed, usually about 2-4 weeks in advance.