

# **JOB DESCRIPTION**

**DATE PREPARED:** *May 11, 2021*

**POSITION TITLE:** *VOLUNTEER Office Assistant*

**PROGRAM:** *Senior GAP*

**JOB SUMMARY:** *Provides office support relating to general office/clerical duties such as file maintenance, including purging, filing, organizing. Creates packets as needed for referrals. Assists with sorting of client personal items, preparing new client files.*

*Location: Forest Grove*

*Hours: Four hours / week*

## **ESSENTIAL JOB RESPONSIBILITIES:**

- Maintains organized filing system
- Sorts, files, purges documents
- Assists with mail sorting, if needed
- Pick up mail at Post Office
- Keeps office supplies organized

## **REQUIREMENTS AND QUALIFICATIONS:**

- Must pay attention to detail and be able to file accurately.
- Assists staff with special projects within the scope of program services.
- Ability and willingness to work as an agency team member and support the mission, values and goals of Impact NW.

## **PHYSICAL ACTIVITIES:**

- Repetitive motion
- Standing to file