



Volunteer Position Description

Administrative/Office Helper

Goals of Position	We are looking for resourceful, articulate, and dependable candidates with strong organizational and administrative skills. Candidates should be comfortable working independently, as well as with a team.
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide general office support, including but not limited to filing, copying, ordering supplies, answering phones, scheduling meetings, arranging travel, and organizing mailings • Help make calls and provide any needed support for the NOVACO Gala • Assist with database management, membership records, and correspondence
Prerequisites and Desired Qualities	<ul style="list-style-type: none"> • Support NOVACO’s mission • Possess general office experience • Be able to operate office equipment • Be proficient with all Microsoft office software, i.e., Excel, Word, Outlook, or PowerPoint • Be a self starter • Possess a pleasant, professional phone manner • Be quick to learn processes • Have a positive, open attitude • Be a team player • Support established policies and procedures • Donor Perfect experience a plus!
Time Commitment	<ul style="list-style-type: none"> • Minimum 1 day per week • Minimum Duration: 3 months • Office Hours: Monday-Friday: 9:30 am to 5:30 pm • None
Training Required	<ul style="list-style-type: none"> • None
Benefits of Position	<ul style="list-style-type: none"> • Feelings of pride in helping an organization that helps survivors of abuse • Satisfaction of making a difference in the lives of others
Grounds for Termination	<ul style="list-style-type: none"> • Volunteers will be asked to discontinue volunteering if they do not show up without contacting the Volunteer Manager • If the volunteer acts in any way that contradicts the volunteer rights and responsibilities
How to Apply:	All NOVACO volunteers must fill out a Volunteer Application and Confidentiality Agreement . There is a \$25 tax-deductible background check fee (There is no fee for full-time students). Please download and mail the forms with a check to NOVACO, 9677A Main Street, Fairfax, VA 22031.