



## Volunteer Job Description

Job Title: **Office Support**

Supervisor: Director of Operations

Location: PEARLS Headquarters

**Role and Purpose:** Assist in various clerical duties at the office.

**Duties:** *(may include one or all of the points below)*

- Assist in preparing mailings and stuffing packets.
- Assist in organizing board mailings and projects.
- Filing.
- Data entry.

**Qualifications:** Knowledge and experience in an office setting a plus. Attention to detail and pride in work. Able to work in small office space.

**Commitment required:** Flexible, varies with project.

**Day/time volunteer required:** Daytime during the week.

Prepared By: Executive Director

Date: December 2007