



Volunteer Office Assistant Position Description

Job Description

Project PLASE is seeking support for our administrative staff. This individual would be assigned to work with one particular department. The departments with which this volunteer may have the opportunity to work include the Development and Communications Department, the Shelter Plus Care Department, the Finance Department, and the Executive Director's Office.

Benefits

- Gain experience working at a midsize nonprofit
- Help a local nonprofit achieve its mission of serving Baltimore's most vulnerable homeless population
- Learn administrative and data entry processes

Duties and Expectations

Provide support for the various departments, including but not limited to the following duties, based on each volunteer's expertise and interests:

- Input data into databases; file and scan documents; prepare and print off letters; make copies, send faxes, and mail documents; other duties as assigned
- Commit to volunteering at least five hours per week for at least three months
- Be reliable, organized, and flexible
- Willing to learn administrative procedures
- Must comply with all Project PLASE Volunteer Policies and Procedures

Availability: Monday-Friday, during regular business hours

If interested, contact: Volunteer Coordinator, P: (410) 837-1400 ext. 136

E: volunteer@projectplase.org

Project PLASE

People Lacking Ample Shelter & Employment

Baltimore, MD 21229

Housing and Hope for Baltimore's Most Vulnerable

(410) 837-1400

3549-3601 Old Frederick Road

www.projectplase.org