



Volunteer Opportunity

Office Assistant

As an Office Assistant, you will be helping office staff to maintain clean and orderly digital/paper files and data. This role provides the opportunity to do several different tasks depending on your interests, such as, data entry and maintenance, mailing preparation, maintaining and updating the TTLT website, and organizing files and photos. Your assistance will make it easier to track and record progress as well as provide accurate information to grant funders and TTLT supporters.

Responsibilities

As an Office Assistant, responsibilities may include:

- Database data entry and maintenance
- Mailout preparation support
- Filing & inventorying supplies
- Miscellaneous research
- Day-to-day miscellaneous tasks
- Website maintenance
- Donation receipting
- Scanning documents
- Filing digital & paper documents
- Records management
- Reporting to Staff Lead

Time Commitment

This can be a casual position or a more structured, regular position. Your time commitment depends on your interests and availability.

Training

We will provide training as required for the different tasks, which may include NationBuilder, Facturly, or other software/applications. We also encourage you to attend a volunteer orientation event (posted at www.thamestalbotlandtrust.ca/events_calendar).

Skills and Experience

No prior experience is needed, but the following would be helpful:

- Administration experience
- Data management experience
- Filing experience
- Records management experience

Other Requirements

Most tasks will take place in-person at the office, but some tasks can be done remotely. Our offices are situated relatively close to some bus routes and can be accessed by bike and car as well.

To Apply

Please fill out the volunteer application form and indicate “Office Support volunteering” as an area of interest.