

Volunteer Opportunity:

“Holding Down the Fort” – Office/Clerical Work

Summary

This important role provides much needed assistance to the Administrative Team and Development/Marketing Director. Tasks are versatile and not difficult to learn. As an office volunteer, you save Samaritan time and money and help us to run an efficient office.

Location: Samaritan’s main office at 414 Grant St., Sewickley, PA 15143. This opportunity is available Monday-Friday, 9 a.m.-5 p.m. Days/hours worked are flexible. For example, work one day a week, or two or more days for several hours each day.

Duties/Responsibilities

- Assemble charts and marketing packets
- Prepare letters and envelopes for mailing
- File charts
- Research/compile address lists
- Make photocopies, send faxes
- Other similar duties, depending on skill level (such as database work, burning DVDs, etc.)

Skills/Qualifications

- Familiar with general office/clerical work
- Experienced using computers and Microsoft Office applications
- Strong grammar and spelling skills
- Must be neat, well organized and attentive to details
- Have legible handwriting/printing
- Conduct oneself in a courteous, professional manner
- Must sign and adhere to confidentiality statement

How to Apply

Please contact ramsey@samaritancounseling.net if you are interested.



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