

**EDUCATION FIRST ATHLETICS SECOND COALITION
VOLUNTEER JOB DESCRIPTION**

JOB TITLE: CLERICAL/SECRETARIAL ASSISTANT
DEPARTMENT: BUSINESS CENTER
APPOINTED BY: K DeShawn Wallace
LENGTH OF TERM: SHORT TERM, LONG TERM, OR PER PROJECT (6 WEEKS)
HOURS: MONDAY-THURSDAY 3:00-7:00 PM
START DATE: September 15, 2008

PURPOSE:

To provide clerical and secretarial assistant to the president and vice president of EFASC

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Database management and record keeping
Typing reports, creating invitations, flyers, labels, rosters, sign in/out sheet, and mailings
Filing, making copies, and faxing
Answer multi-line phone system
Greet and sign-in client and visitors
Distributes EFASC materials to visitors
Set-up meeting room for meetings

QUALIFICATIONS REQUIRED:

Current college/university student seeking volunteer experience
Organizational skills
Must be punctual and meet deadlines
Basic computer experience in MS Word, Excel, and PowerPoint
Type at least 30 wpm
Detail oriented
General office skills
Effective verbal and written communication skills
Ability to follow instruction and ask question if unsure
Problem solving skills
Ability to multi-task
Must be professional and possess a positive attitude at all times

PHYSICAL ABILITIES:

Physical abilities include lifting up to 25 lbs

BENEFITS:

Opportunity to work in a fun environment
Gain project management experience
Great resume builder
Opportunity to develop marketable job skills
Opportunity to support the urban community
Potential networking opportunities

This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with a disability to perform volunteer jobs with EFASC whenever possible.