

## **Volunteer Admin Assistant - JOB DESCRIPTION**

**Time: Min 3 hours per week**  
**Contract: 3 month commitment**  
**Supervisor: Business Manager**

### **1. To complete various admin tasks as requested**

#### Examples of Tasks

- Phone calls.
- Letter mail outs.
- Laminating / general office work
- General typing.
- Data entry.

#### Capabilities

- Time management and organisational skills.
- Team player.
- Good understanding of Microsoft Office products an advantage.
- Maintains confidentiality.

#### Expectations:

- Complete the tasks in the given time frames.
- Complete tasks to a high standard.
- Seek out work when workload is low.
- This position is viewed as a key volunteer in the church therefore we would ask that you attend C3volunteers nights, corporate prayer meetings, and conferences.
- Confidentiality. You will need to sign a Privacy Policy agreement.

**To apply for this position, please fill in the attached Application Form and forward it to Kathleen Jahour.**