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| **Job Title:** | Office Administration Volunteer |
| **Purpose:** | The office administration volunteer will work with EVE’s office manager to provide office management support to help EVE function at full capacity. The administrative office is the hub of EVE and it works with EVE staff to ensure their departments’ needs are met to better serve survivors of domestic and sexual violence while also maintaining a positive image with donors and other community partners. |
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| **Location:** | 1221 N. Grand River Ave. Lansing, MI. 48906 |
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| **Key Responsibilities:** | * Compose correspondence and other documents * Answer phones and take complete messages * Routine mailing * Filing * Computer data entry * Other projects as needed |
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| **Reports to:** |
|  | Office Manager – Meisha Dabney-Forbes |
| **Length of Appointment:** | Preferably a 1 year commitment but some flexibility can be discussed. |
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| **Time Commitment:** | This position will work approximately 4-10 hours per week and the ideal candidate will be able to commit to 10:00-2:00 but there is some flexibility for scheduling |
|  | |  |  | | --- | --- | |  |  | |
| **Qualifications:** | * Sensitivity/knowledge of the problems of battered women and their children * Strong organizational skills * Commitment to working as part of a team * Strong verbal and written skills * Computer proficiency in Word, Excel, SharePoint, etc. * Ability to appropriately file paper work * Ability to pass a background check |