



Administrative Support Position Description

Number of Volunteer Needed: 2-3

Qualifications:

These individuals should be self-motivated and be comfortable problem solving. Experience with Excel and Google drive is important, but not required.

Skills required

- Excellent communications skills
- High comfort level with data entry
- Attention to detail
- Strong organizational skills
- Ability to meet deadlines
- Ability and intent to be a team player
- Ability to learn quickly

Responsibilities of the Administrative Support Role:

Administrative support will review and finalize loan paperwork, perform data entry, make photocopies, assemble packets, process bulk mailings, organize supplies and assist in other areas as needed.

Time Commitment

This is a short term position requiring 3-5 hour a week mid September - late November.