

VOLUNTEER-TO-HIRE OPPORTUNITY

Looking for an opportunity to show your passion for patriotism and give back to those who have sacrificed so much for us? S.E.R.V. Niagara is a 501(c) not for profit and the only organization in Niagara County providing temporary *and* permanent housing exclusively to homeless and disabled Veterans and their families.

S.E.R.V. Niagara is accepting applications for three (3) individuals to fill various support roles. This a 90 day volunteer position leading to part time paid employment. 10 hours per week; Mon, Wed, Fri. Days and hours may be flexible pursuant to availability for the right individuals.

SPECIFIC DUTIES

- Making copies of correspondence or other printed material
- Locating and attaching appropriate files to incoming correspondence requiring replies
- Composing, typing, routine correspondence, and weekly reports internally and for outside agencies
- Setting up and maintaining paper and electronic filing systems for records, correspondence, and other material
- Answering telephones and giving information to callers, take messages and transfer calls to appropriate individuals
- Coordinating locations for collection bins for drives, individuals to drop off and pick up, and deliveries to those in need.
- Operating office equipment such as fax machines, copiers, and use computers for spreadsheet, word processing, database management, and other applications
- Reviewing work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions

JOB REQUIREMENTS

- Is a team player
- Excellent communications skills
- Outstanding organization and data entry skills
- Works well independently with minimal supervision
- 2 years of experience in Administrative Assistant function
- Ability to attend to detail and maintain accuracy and confidentiality
- Ability to work with a variety of Microsoft Office software products at an intermediate to advanced level.
- Volunteers doing outreach and deliveries must have valid driver's license and able to lift up to 25 pounds.
- Patience and empathy must be displayed at all times as we work with people who are often in crisis situations.

LETTERS OF INTEREST MAY BE SENT TO:

S.E.R.V. Niagara, 80 Park Avenue, Lockport, NY 14094

or

Info@SERVniagara.org

Anticipated start date: February 15, 2015