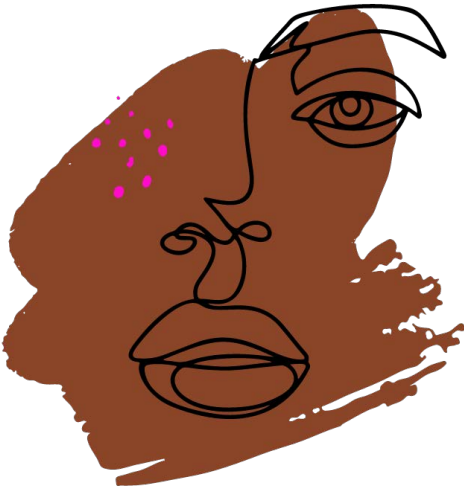


VOLUNTEER JOB DESCRIPTION



Volunteer Job Description: Volunteer Executive Assistant

Volunteer Reports to: EXECUTIVE CHIEF OFFICER

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines in a remote setting. This will include answering phones and other administrative tasks as assigned by the CEO. This position helps to extend the resources in the The Dock Ellis Foundation to better assist and direct the needs of our clients, funders and the community.

Essential Duties and Responsibilities

- Answering phones
- Data entry
- Filing
- Donation request, fundraising
- Other duties specifically around coordination of special events, or as assigned

Requirements

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of [organization name] volunteers, partners, and donors
- Computer skills are desired, but not necessary

Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
 - Phone System Tutorial
 - Database Tutorial
 - Filing System
- Training and supervision conducted by: [identified staff person] or designated trainer

Evaluation

- All volunteers complete a 60 day evaluation

Time Commitment

- During staff meetings (10am - 2pm), any weekday
- Once per week for 4 hours
- Weekly 1 hour all-staff meeting

Volunteer Job Description: Volunteer Executive Assistant Benefits

- Knowledge that you are working as a team to ensure that office functions run smoothly.
- Work experience
- Networking Experience
- Free events, tickets and when needed travel

We can't do it without you! Thank you for being part of our team.

MISSION

The Dock Ellis Foundation strives to empower minority victims of human trafficking, domestic violence and families of missing persons by partnering with athletes, major sports teams and community partners to engage in the anti-modern- day slavery movement.

