

Shelter Nova Scotia
Office Administration Volunteer/Student Placement

The Office Administration Volunteer will support Shelter Nova Scotia's Central Support Team at the Central Support Office. The tasks involved will vary from day to day, and week to week. Tasks will include some of the following responsibilities and will vary based on the skills and interests of the volunteer(s).

This position will require strong grammar and editing skills and a strong ability to use computer programs. If you have great attention to detail and you love creating efficiencies in an office setting, this volunteer position will be perfect for you!

Responsibilities

Administration Support

- Help maintain paper and non-confidential electronic filing systems
- Keep front reception area neat and tidy; greet visitors at the front door; develop awareness of community resources
- Accept and process donations at the door; sort and organize donations room, maintain donations inventory
- Photocopy documents

Communications and Fundraising Support

- Enter data about donations in our donor relationship management database, maintain this database to ensure that duplicate donors are merged, contact information is current, etc

Finance Support

- File documents
- Photocopy documents
- Send mail

Human Resources Support

- Enter and maintain employee information into spreadsheet including training certificates and their expiry date if applicable, and results from employee strengths assessment
- Research and identify grants for new positions
- Support employee recognition program

Volunteer Administration Support

- Maintain volunteer jobs in our donor relationship management software
- Record volunteer contact information and keep records up to date
- Support volunteer recognition program