

## **Administrative Coordinator Volunteer**

The Veronicas Voice Administrative Coordinator will be responsible for administrative task such as computer work, filing, scheduling and more. If you enjoy working with a great group of volunteers and pride yourself in making a difference, we want YOU.

### **General Expectations**

- Dedicate volunteer time.
- Self-starter.
- Computer literate.
- Great with spreadsheets, word, Google Docs and more.
- Has strong interpersonal skills.
- Multi-tasker
- Met deadlines.
- Attend meeting either in person or on Zoom.

### **Application Process**

If interested please email [volunteer@veronicasvoice.org](mailto:volunteer@veronicasvoice.org) with; the 'title' of the volunteer position(s) you are interested in *as the subject line*, and a brief description of your skills, motivation for volunteering for the position, and the amount of time/availability to dedicate to the position. The more information you provide the better we can match you with our needs. Then, register for the next volunteer orientation session at [veronicasvoice.org/event](http://veronicasvoice.org/event). You do not have to have any specified position of interest prior to attending volunteer orientation. Orientation will provide more insight into the positions available.

### **Acceptance and Training**

After you attend volunteer orientation, we will direct you to the volunteer portal to complete and sign the Veronica's Voice Volunteer Policies and Paperwork. Once these forms are complete, we will run a background check. We will also accept a background check that has been completed in the last year. Then, you will be ready to volunteer! All upcoming volunteer events and opportunities will be listed in the volunteer portal.