



Share your time & talents with us.

Volunteer Opportunity Description: **Administrative Assistant**



Summary:

The Administrative Assistant Volunteer provides administrative office support to further Acts 1:8 Ministry's mission.

Essential Duties & Responsibilities:

- Assist with administrative office work, such as preparing mailings and stuffing envelopes, etc.
- Contacting local media outlets to let them know of our local P.A.C.K. (Planned Acts of Christian Kindness) Events
- Assists with researching online for specific contact information and updating the appropriate spreadsheets in excel & google sheets.
- Making copies, assembling materials, and making office signs in word or google docs.
- Other duties as assigned.

Requirements:

- Passion for our mission: Training Christians to evangelize thorough kindness.
- Time management and organizational skills
- Problem solving skills.
- Strong customer service skills
- Computer skills (Microsoft, Word, Excel, and Google Docs)

Training & Supervision:

- Detail training of project – written & verbal (if needed)
- Supervision & training is done by the Volunteer Coordinator.
- Contact information of Volunteer Coordinator: vickienell@acts18.org or 920-494-2289

Location & Time Commitment:

- Part-time opportunity, between 9-5 Monday-Friday
- In home office located in Green Bay, Wisconsin

Thank you for taking your time & Consideration to check out Acts 1:8 Ministry & our Cleaning and/or Maintenance Handyman Opportunity. We ask that you prayerfully consider where you can best share your talents & time. We are looking forward to meeting you soon.