



Administrative Assistant: Volunteer Opportunity Description

Opportunity Summary

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

Responsibilities

- Assist with administrative office work, such as preparing mailings and stuffing envelopes, preparing newsletters, etc.
- Assists with researching online for specific contact information and updating the appropriate spreadsheets.
- Making copies, assembling of materials, and making office signs.
- Other duties as assigned.

Skills

- Time management and organizational skills
- Problem solving skills
- Strong interpersonal skills
- Computer skills (Microsoft, Word, Excel, and Google Docs)

Education & Experience

We are seeking volunteers that have a passion for our mission: training Christians to evangelize through kindness. Administrative office support experience, including computer experience, is preferred.

Commitment

This part-time volunteer opportunity is located at our home office in Green Bay, Wisconsin.