



Administration Volunteer

We are looking for volunteers who can support administration in Emmanuel House

Main responsibility

To assist with administrative tasks in the organisation.

Tasks

The tasks that you might be asked to help with are:

Filing

Using IT to create documents

Mail merges for a database

Photo copying

Inputting to a database

Answering the telephone

Emailing and searching the internet

Updating Facebook and Twitter

Volunteers required

Any time during office hours.

Entitlements

Reasonable travel costs are reimbursed.