



*High Impact Volunteers*

## **Administrative Support - Days**

### **Overview:**

Provide administrative assistance to the Program Director.

### **Duties and Responsibilities**

- Read the City Gospel Mission Volunteer Handbook
- Become familiar with the Mission, its programs, and staff
- Make and return phone calls, schedule appointments
- Create Word and Excel documents
- Input data

### **Qualifications:**

- Good communication skills
- Good organizational skills
- Good general office and computer skills – a working knowledge of Word and Excel
- Professional appearance and phone skills

### **Time Commitment:**

Monday – Friday between 8:00 a.m. and 5:00 p.m. - One 4-hour shift per week

### **Contact:**

Robin Wagner, Director of Volunteer Services

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(513) 345-1026