

American Red Cross of Central Texas Volunteer Positions

Title	Office Assistant
Department	Volunteer Services
Location	Austin, Georgetown, and San Marcos Offices
Reports to	Kim Landry
State date	Ongoing
Job Status	Unpaid Volunteer Position
Description	Support the day-to-day operations of Chapter
Responsibilities	<ul style="list-style-type: none"> • Receive and direct clients and visitors • Receive and direct phone calls • Answer general questions • Data entry • Help create Education and Training certificates • Assist with mass mailings • Maintaining volunteer and client confidentiality
Qualifications	<ul style="list-style-type: none"> • *Must be a registered volunteer • Ability to type 30wpm • Familiarity with standard internet browsers(Internet Explorer/ Firefox) • Familiarity with Word, Excel, and Outlook • Ability to learn and master the database software, Learning Management System (LMS) • Detail oriented • Self-motivated • Able to work with minimal supervision
Training Needed	None
Time Commitment	2 hours per week minimum