

Volunteer Position: Office Assistant

Location: WINGS Main Office in Rolling Meadows

Staff Partner: Office Manager

Time: Requesting 4 to 8 hours each week. The office is open during regular business hours and the schedule is flexible. A likely schedule would be twice a week for about 4 hours at a time.

Commitment: Requesting a commitment to volunteer for 6 months

Basic Description: To provide clerical support to WINGS staff by completing projects and performing duties tasks as required. This position will primarily be focused in the Administration Department, and sometimes will assist other departments located in the Main Office as needed.

Specific Tasks:

- Support the Office Manager with scanning and filing documents related to monthly grant billing
- Front desk
- Assist with copying projects and putting together marketing packets
- Other various office projects

For the right person, other opportunities might include:

- Create or complete Microsoft Office print products such as name tags, forms or mail merges
- Draft correspondence
- Complete data entry
- Assist with grant billing and reporting

This Might Be a Good Fit for You If:

- You enjoy common office tasks and your work style included maintaining professionalism, quality and attention to detail
- You have excellent organizational skills
- Your interpersonal, verbal and written communication skills are proficient
- You have proficiency in Microsoft Office Suite including Word
- Basic knowledge of Excel is preferred, but not required
- You are able to stand while working for periods of time
- You would like to share your time and talents with an organization that helps women and their children