



Volunteer Position Title: Office Assistant

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Community Need Met: The mission of Friendship House is to reflect the heart of God by feeding, sheltering, clothing, and healing... to empower those in need. An Office Assistant supports office operations necessary to run Friendship House and help in positive community relationships.

Qualifications: The Office Assistant represents the organization to the public who visit or contact the organization's main office Monday thru Friday from 9:00 a.m. to 5:00 p.m. Training will be provided about specific expectations for each task, but volunteer should be prepared to work independently. Volunteers must be willing and able to complete the following tasks.

- Answer the phone and direct calls
- Greet guests and receive donations
- Answer questions about the house and provide forms
- Record donations received and enter them in the database
- Other duties as requested

Location and Time Commitment: At least 4 hours per week during office hours. Office hours run from 9:00 a.m. to 5:00 p.m. from Monday to Friday. We ask that volunteers interested in this position commit to volunteering consistently for a minimum of 3 months. The Office Assistant works in the main office at 1002 S 3rd Street, Mount Vernon.

How to Apply: Submit a Need Response on Skagit Volunteer Center or contact Emily Grubbs for more information about this position. Both application routes will go through an application and an interview before placement into a volunteer position.

Contact: Volunteer Coordinator, Emily Grubbs by email at emily@skagitfriendshiphouse.org or by phone at (360) 336-6138 ext. 110