

United Way of Johnson & Washington Counties

1150 5th Street, Suite 290
Coralville, IA 52241
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Volunteer Position: Volunteer Office Assistant

Location United Way of Johnson and Washington Counties, 1150 5th St, Suite 290, Coralville, IA, 52241

Time Commitment 4-10 hours per week; Minimum of 6 months commitment

Position Overview

United Way of Johnson and Washington County is seeking a dedicated Volunteer Office Assistant to support our mission of community betterment. In this role, you will be an integral part of our team, assisting in various administrative tasks that contribute to the success of our organization.

Key Responsibilities

Correspondence and Communication <ul style="list-style-type: none">• Professionally handle incoming calls, providing assistance and directing inquiries to the appropriate personnel.• Aid in drafting documents and correspondence	Resource Assistance <ul style="list-style-type: none">• Direct community members towards available resources offered by our partners.• Utilize 211 and Unite Us programs to effectively make referrals.
Data Entry and Record Keeping <ul style="list-style-type: none">• Assist in data entry tasks to update and maintain records related to our programs and initiatives.• Organize and file documents to ensure easy accessibility and data integrity.	Volunteer Kit Initiative Assistance <ul style="list-style-type: none">• Inventory, sort, and print materials for volunteer project kits.• Assemble all needed materials and instructions for volunteers to complete volunteer kits.
Office Organization <ul style="list-style-type: none">• Contribute to maintaining an organized and tidy office environment.• Assist in ordering and restocking supplies as needed.	Other Tasks Based <ul style="list-style-type: none">• Take on various ad-hoc tasks that align with your area of expertise or desired area for growth.

Qualifications and Benefits

Qualifications:

- Compassionate and patient when assisting community members.
- Strong communication and interpersonal skills.
- Organized and detail oriented.

Benefits:

- Gain valuable office and administrative experience.
- Join a dedicated team of individuals committed to community betterment.

If you are enthusiastic about supporting your community while developing essential skills and collaborating with passionate non-profit leaders, we invite you to join our team as a Volunteer Assistant.

Please contact Wendy Nolan at wendy.nolan@unitedwayjwc.org or by phone at 319-248-7811 for additional information.

United Way of Johnson and Washington County values diversity and inclusion and welcomes volunteers of all backgrounds and abilities to participate.