**Administrative Volunteer**

*Location: Waterloo or Waverly Office*

**Reports to:** Office Manager

**Job Summary:**

Volunteers for this position would assist with general office duties.

**Job Description:**

* Greet donors and assist with carrying donations.
* Sort and put away donations.
* File and shred documents.
* Complete data entry.
* Put mailers together.
* Address newsletters.
* Perform other office-related tasks.

**Job Requirements:**

* Be familiar with office equipment and computer programs.
* Ability to work within our office hours of 8a-4:30p, Monday-Friday.

**If interested, please contact Madison Gaffney, Volunteer Coordinator, at** **madison@fofia.org** **with the subject line ‘Administrative Volunteer’**