



TITLE: Administrative Assistant Volunteer

REPORTS TO: Program Director

SUMMARY: The Administrative Assistant will provide administrative and staff support to the general operations of the Garden. There are many opportunities to expand your skill set based on your interests as this is a very small office. **Minimum time commitment is 4 hrs/wk, once a week.**

DUTIES AND RESPONSIBILITIES:

- Answer office phone and take messages as needed.
- Greet office visitors
- Respond to inquiries about the garden from the general public
- Enter and/or update members, donor, visitors, volunteer information and other data into relevant databases
- Participate in the printing and mailing of newsletter and event flyers
- File documents as needed
- Cross-trained to fill in for Visitor Services in case of an absence during your scheduled volunteer shift.
- Maintain excellent relationships with board, donors, volunteers and constituents

QUALIFICATIONS:

- Some office administrative support experience is preferred.
- Excellent organizational skills and the ability to multi-task.
- Must have experience using MS Office suite (i.e., Word, Excel, PowerPoint, etc.)

TO APPLY: Please visit our website at www.seattlechinesegarden.org and click on the volunteering link to fill out the on-line form. Please email info@seattlechinesegarden.org with any questions.

Location and office hours: The office is located at the north side of South Seattle Community College. The office is open from 9 to 5:30 Monday through Friday.

The Seattle Chinese Garden Society is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.