NON-PAID ADMINISTRATIVE VOLUNTEER JOB DESCRIPTION

Release & Refresh Women's Empowerment Series, Inc. is a 501(c)(3) non-profit Public Charity dedicated to improving the mental, emotional, and spiritual health of women and girls through classes, seminars, workshops, conferences, and social media. We are a volunteer organization looking for loyal, dedicated and energetic people who strongly support our mission. All volunteers & staff are "at-will."

This is an unpaid position. The Administrative Volunteer is responsible for assisting the President & Mentor Coordinator with administrative duties as needed.

Hours: Flexible: A minimum of 2 hours a week-- depending on your schedule. Part time or full time. We are grateful for any time you can spare to help us!

Location: Virtual—work from your home. Depending on the event, there may be a physical meeting if necessary, the majority of communication through phone, Zoom Online and email.

- Make follow-up phone calls to venues, vendors, event registrants, etc.
- Prepare reports such as vendors, donors, sponsors, etc.
- Prepare event materials such as folders, copies of handouts, etc.
- Mailings.
- Special projects as needed.
- Other duties as assigned.

QUALIFICATIONS

- Results-oriented drive and a solid work ethic
- Solid computer and analytical skills: proficiency Microsoft Office Suite (particularly Word and Excel)
- Outstanding written and verbal communications skills
- Superior poise and judgment (demonstrated "grace under pressure") with both internal and external constituencies
- Ability to work well in ambiguous situations with little information/direction.
- Comfort working with and ability to upward manage senior executives
- Innovative approach to process and workflow
- Excellent time management and prioritization skills
- Exceptional attention to detail
- Proactive problem-solving skills
- Strong service ethic

- Strong record of achievement in current position
- Interest in meeting/event planning, some event planning/experience desirable