



## **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 Emotional and Spiritual Health and overall quality of life of Women, Girls and Families of Color through Holistic Programs, Services, Classes, Workshops, Seminars, Conferences, and Social Media. We are a volunteer organization looking for loyal, dedicated, and energetic volunteers 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, Board & Staff with administrative duties as needed.

### **Responsibilities:**

- Make follow-up phone calls to venues, vendors, event registrants, donors, clients, families, participants etc.
- Work with President or designee in coordinating annual Fundraising Lunch/Dinner
- Prepare reports such as vendors, donors, sponsors, etc.
- Prepare event materials such as folders, copies of handouts, etc.
- Mailings.
- Special projects as needed.
- Assist with service delivery including coordinating and dropping off donations, gifts, etc.
- Other duties as assigned.

### **QUALIFICATIONS**

- Results-oriented drive and a solid work ethic
- FLEXIBLE
- 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