



Job Title: General Office Assistant

Department: Community Engagement

Reports To: Community Engagement Manager and/or Office Manager

Summary: Provide general assistance around the Wesley-Rankin Community Center with various administrative duties.

Key Duties:

- Managing filing system and recording information as needed
- Assist with shredding of documents
- Creating, maintaining, and entering information into databases
- Maintaining supply inventory of Wesley-Rankin storage spaces
- Greeting clients and visitors, as needed
- Perform general office clerk duties, as needed

Time Commitment: Self-Schedule via our Volunteer Information Center
Ideally prefer at least two shifts a month

Qualifications: Great communication skills, ability to work well under limited supervision, flexible and consistent schedule, bilingual (preferred, not required), experience handling confidential information

Training: Standard Volunteer Orientation
Instructions from Wesley-Rankin Staff

Location: Wesley-Rankin Community Center
3100 Crossman Ave.