



Newcomer Family Resource Network

## **Office Volunteer**

### **Job Description**

#### ***Job Overview***

***The Office Volunteer works with Mosaic Admin staff assisting with various administrative tasks.***

#### ***Role and Responsibilities***

- Greets, assists, and/or directs students, visitors and the general public
- Answers, redirects telephone calls and takes messages
- Receives mail
- Helps to keep the office and waiting areas neat
- Other administrative tasks as required

#### ***Qualifications:***

- Good interpersonal, English, oral and written communication skills
- Excellent telephone skills
- Knowledge of Microsoft Office and computer skills such as internet are an asset
- Administrative experience is an asset
- Language other than English is an asset
- Flexibility
- Clear criminal record check

#### ***Commitment Expected:***

- 2 hours shift per week for a minimum of three months

#### ***Job Details:***

- Location: 397 Carlton Street

#### ***Benefits and recognition:***

- Office Administrative experience
- Invited to Mosaic Volunteer Appreciation Event
- Certificate issued after the commitment expected
- Opportunities to reach internal job postings

#### ***Reports to:***

Office and Volunteer Co-ordinator

**To apply for this position, please send a résumé and cover letter to Office and Volunteer Co-ordinator, Geraldine Gruszczuk [GGruszczuk@mosaicnet.ca](mailto:GGruszczuk@mosaicnet.ca)**