

Administrative Assistant

Reports to: Volunteer Coordinator

Position Function & Organizational Impact:

- Provide administrative support

Time Commitment and Location of Work:

- Yakima Humane Society or YHS Spay and Neuter Clinic
- Must volunteer a minimum of 8 hours per month

Goals:

- Assist staff with administrative needs
- Minimize work for staff
- Maintain an organized system

Core responsibilities:

- Check in with staff at the beginning of each shift
- Assist staff as requested, including but not limited to:
 - Making copies
 - Filing adoption folders
 - Stuffing envelopes
 - Shredding documents
 - Data entry opportunities available to those with computer skills

Qualifications/Requirements:

- Must be able to sit for long periods
- Must be able to follow specific instructions from staff
- Enjoys engaging with Yakima Humane Society visitors, volunteers, founders, and staff
- Commitment to the philosophy of Yakima Humane Society practices and policies
- Must be at least 18 years of age to volunteer for this position
- Track and input hours worked into the Yakima Humane Society database
- Regular access to email to receive updates