



RR ADMINISTRATIVE ASSISTANT VOLUNTEER (GN)

Refugee Resettlement

Scope of Work: Support the Refugee Resettlement (RR) program by providing in-office administrative assistance, from tracking important client data to maintaining documents.

As an administrative assistant volunteer, you will work with members of the RP team on a variety of projects. Throughout the duration of your service, RP staff may need support printing, copying, and scanning important documents, as well as keeping track of case details.

Administrative assistant volunteers may have a flexible schedule, coordinating availability with the legal team. All volunteer time will fall within Opening Doors hours, which are 9:00am to 4:30pm.

Time Commitment: As an administrative assistant volunteer, we request volunteer support at least once a week over the span of 3 months. Typically, this opportunity will total 3-6 hours a week.

Location: 1111 Howe Avenue, Suite 125, Sacramento, California, 95825.

Requirements:

- Strong organizational skills and attention to detail
- Comfortable working with computers, printers, and other office technology
- Willingness to adhere to ODI's volunteer and workplace policies, including client confidentiality