

Volunteer Job Description

Title: Triangle Speakers Office Assistant
Report to: Triangle Speakers Coordinator
Trained By: Triangle Speakers Coordinator
Shift: 3 hours per week
Schedule: 9am to 6pm, Monday through Friday
Minimum Commitment: 3 months

Job Summary: Under the supervision of the Triangle Speakers coordinator, print a constant supply of our promotional materials; also assemble mailings and informational packets.

Duties and Responsibilities

- Print and keep a constant supply of promotional materials
- Print, assemble, and mail informational packets and brochures

Knowledge, Skills, and Abilities

- Detailed oriented
- Must be computer literate in Microsoft Office
- Able to work independently and set priorities