

Administrative Volunteer

M – F 9 – 5; Concord

About STAND!

STAND! For Families Free of Violence leads the community in building safe and strong families through crisis intervention services, legal advocacy, safe residential programming, community prevention and education, and by empowering victims to rebuild their lives. Read more about our mission-driven agency at www.standffov.org.

Our volunteers help our organization run - they staff our 24-hour Crisis Line, support our emergency shelter, make presentations in the community, and help with the day-to-day operations. Our philosophy is that volunteers are powerful agents of change from the community who are choosing to partner with us in order to break the multi-generational cycle of violence.

Because we hold high standards for the services and programs we provide to our clients, both staff and volunteers must go through at least Tier 1 of our training. You will graduate from the training with the skills and tools you need in order to be an effective team member and to be able to advocate to end domestic violence in our community.

About the Administrative Volunteer Role

Supporting the backbone of the agency, Administrative Volunteers do a variety of things, depending on the department and supervisor they are working with. You might be asked to help with filing and/or shredding, data entry, creating binders for staff, reorganizing storage spaces, or other projects. Taking on these responsibilities help staff by tremendously and in turn support programs for clients.

Position Benefits

- Learn systems and procedures in an effectively-run nonprofit organization
- Build your organizational skills, time management, and multitasking abilities
- Provide support to staff which ultimately benefits the mission of the agency
- Work flexible shifts according to your schedule

Requirements

- Pass fingerprint and background check
- Complete Tier 1 and/or 2 training (depending on types of tasks)
- Must be able to commit to a minimum of 3 months
- Prefer proficiency in basic computer skills
- Available during our business hours: M-F 9-5