Volunteer Administration Assistant

Overview of role

This is an exciting opportunity to assist a Community and Family Organization focused on sustainably empowering communities living in inner cities by supporting specific partners and projects. Our focus is on improving both access to and quality of health, family, and education. We take small groups to participate actively in projects we support.

This is a hands-on role that will suit a self-starter, keen to get involved with what we do, able to communicate effectively and willing to tackle a range of tasks.

The successful candidate will have responsibilities across a broad range of activities requiring a mature attitude and a range of skills.

NOTE: This is a volunteer position perfect for someone transitioning in between roles, a college student looking for experience, or someone of retirement looking for somewhere productive to put their time. Very flexible role! We will work around your schedule.

Skills Required

- Computer Savvy and well organized
- Self-starter with the ability to work unsupervised
- Demonstrable track record in an administrative position
- Ability to communicate clearly and invite support and assistance from others where necessary
- Ability to multi-task and problem solve

Responsibilities of the role include:

- Answering telephone calls and emails from customers and suppliers
- Production, updating, and managing program participants paperwork
- Research into grant applications
- Assistance with report preparation
- Co-ordinating and running promotional seminars and fundraising events
- Assistance with marketing activities including liaison with suppliers of materials
- Scheduling meetings
- Updating social media sites
- Maintain building operations including cleanliness, donation organization, and space preparation.

Reporting Structure: This volunteer role will work with all members of the team including the founders of the company

Ours of Operation: Hours to volunteer -It's up to you!

- Tuesday 10:00 AM-4:00 PM
- Wednesday 10:00 AM-4:00 AM
- Thursday 10:00 AM-4:00 PM

Location: 7769 2nd Avenue South Birmingham, AL 35206

A background check is required for this role.

Further Information and applications: Please write to buildourcommunitywithcare@gmail.com including your resume and any questions you might have. Please place "***Volunteer Administrative Assistant***" in the Subject line.

APPLICATION FOR EMPLOYMENT

Date: _____ **Position Applied For: _____**

NAME: **Last Name:** **First Name:** **MI:**
PRESENT ADDRESS: **Street Address:** **Apt #**
TELEPHONE: **Main:** **Alternate:**
  Email Address:

Earliest Date Available: _____ **Salary Desired: _____**

Type of Employment Desired: ☐ **Full-Time** ☐ **Part-Time** ☐ **Temporary** ☐ **On-Call** ☐ **Seasonal**

How did you hear about our company? ☐ **Ad** ☐ **Website** ☐ **Agency** ☐ **Employee** ☐ **Other**

If other, list here: _____

Have you applied for work with our company? ☐ **Yes** ☐ **No** **If yes, when? _____**

Personal

For reference checking purposes, please list all of the names you have gone by in the past, if any, other than the listed above. _____

_____

Are you over 18 years of age? ☐ **Yes** ☐ **No** **If "No," then give date of birth _____/_____/_____**

Have you ever been convicted of a felony or misdemeanor? ☐ **Yes** ☐ **No**

Have you ever received a pre-trial diversion in lieu of a conviction? ☐ **Yes** ☐ **No**

Do you have any current felony or misdemeanor charges pending against you? ☐ **Yes** ☐ **No**

If you answered "Yes," to any of the questions please date, location, and nature.

_____

_____

_____

_____

Are there any restrictions on the hours or days you are able to work? ☐ **Yes** ☐ **No**

If "Yes, "please explain: _____

Foreign Language: _____ ☐ **Read** ☐ **Write** ☐ **Speak**

Type of School	Name and Address of School	Dates Attended		Graduated		Type of Degree, Diploma, GED, or Certification	Major/Minor/Field of Study
		MO/YR	MO/YR	YES	NO		
High School							
College/University							
Other Education or Training							

Please list certifications and any specialized training you have received. Please include subject, school, date, and location._____

_____

Employment Experience

Please list your job history for the <u>past ten years.</u> Start with your most recent job and work backwards. Include U.S. Military Service.

<u>This information must be completed even if a resume is provided.</u>

Job #1 **May we contact this employer?** ☐ **YES** ☐ **NO**

If no, please explain _____

Company	Address		
Start Date	End Date	Last/Current Position	Last/Current Salary
Reason for Leaving			
Employment Status ☐ Full-Time ☐ Part-Time ☐ Temporary/Seasonal			
Supervisor Name, Title, Phone Number			

Describe Major Duties:

Job #2 **May we contact this employer?** ☐ **YES** ☐ **NO**

If no, please explain _____

Company	Address		
Start Date	**End Date**	**Last/Current Position**	**Last/Current Salary**
Reason for Leaving			
Employment Status ☐ **Full-Time** ☐ **Part-Time** ☐ **Temporary/Seasonal**			
Supervisor Name, Title, Phone Number			
Describe Major Duties:			

Job #3 **May we contact this employer?** ☐ **YES** ☐ **NO**

If no, please explain _____

Company	Address		
Start Date	**End Date**	**Last/Current Position**	**Last/Current Salary**
Reason for Leaving			
Employment Status ☐ **Full-Time** ☐ **Part-Time** ☐ **Temporary/Seasonal**			
Supervisor Name, Title, Phone Number			
Describe Major Duties:			

Job #4 **May we contact this employer?** ☐ **YES** ☐ **NO**

If no, please explain _____

Company	**Address**		
Start Date	**End Date**	**Last/Current Position**	**Last/Current Salary**
Reason for Leaving			
Employment Status ☐ **Full-Time** ☐ **Part-Time** ☐ **Temporary/Seasonal**			
Supervisor Name, Title, Phone Number			
Describe Major Duties:			

Do you have any objections to our contacting your past or present employers to verify the above? ☐ **Yes** ☐ **No**

If "Yes," please explain why: _____

Please explain any gaps in employment here:

FROM		**TO**		**EXPLANATION**
Month	**Year**	**Month**	**Year**	

Have you ever been terminated dismissed or forced to resign from employment because of performance reasons?

☐ **Yes** ☐ **No** **If, "Yes," please explain:** _____

_____

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc. _____

_____

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY

The information that I have provided is accurate to the best of my knowledge and subject to validation. I understand and agree that any misrepresentation or omission of a fact in my application may be justification for not being hired, or if hired, termination of any employment with this company.

I understand that an offer of employment and my continued deployment are contingent upon satisfactory proof of my authorization to work in the United States. I understand that nothing contained in this employment application for in the granting of an interview is intended to create an employment contract between myself and this company for either employment or for the providing of any benefit. No promise regarding continued employment have been made to me, and I understand that no such promises of guarantee is binding unless made in writing. I understand that my employment at any time, with or without cause, for any reason, and that I am not being employed for any specific term.

I understand business needs at times make conditions such as the following mandatory overtime, shift work, and rotating work schedules. I understand accept these conditions of my employment.

I understand that under our policy and applicable law, applicants may be asked to take a lie detector, polygraph test or random drug testing and/or police check.

AUTHORIZATION AND RELEASE

I authorize a thorough investigation of my educational, background, past employment and activities that may relate in any way to my potential fitness for employment. I authorize schools and prior employers to provide any information they have concerning me. I hereby hold harmless this company and all those providing information from any liability that may arise out of or result the provisions or use of such information.

_____

Applicant Name Print Legibly

_____ _____

Applicant Signature **Date**