



MAUI HUMANE SOCIETY
VOLUNTEER JOB DESCRIPTION

POSITION TITLE: **ADMINISTRATIVE ASSISTANT**

PRIMARY PURPOSE: To assist various departments with office related tasks.

REPORTS TO: Department Director (assignment specific)

WORK SCHEDULE:

Daily, as needed or ON-CALL

RESPONSIBILITIES:

Assist administrative office with various projects, such as:

- Filing
- Sorting
- Bulk mailings
- Data entry
- Other related office work

REQUIREMENTS: Must be accurate and detail oriented. Previous office experience preferred.

TRAINING: Training to be scheduled by Development Assistant, Lindsey Nicolas