



EVE[™]

End Violent Encounters

Position Title: Office Support Volunteer
Supervised By: Office Manager

Brief Description of the Position:

The volunteer works as a team with administrative staff to provide office support.

Requirements for the Position:

- ⌘ Sensitivity/knowledge of the problems of battered women and their children.
- ⌘ Strong organizational skills.
- ⌘ Commitment to working as part of a team.
- ⌘ Strong verbal and written skills.
- ⌘ Computer experience preferred but not necessary.
- ⌘ Ability to appropriately file paper work.

Duties and Responsibilities:

- ⌘ Compose correspondence and other documents.
- ⌘ Answer phones and take complete messages.
- ⌘ Routine mailing.
- ⌘ Filing.
- ⌘ Computer data entry.
- ⌘ Other projects as needed.

Schedule/Commitment:

- ⌘ A minimum commitment of 3-5 hrs per week is required for this position.
- ⌘ Limited to Monday-Friday, 8:00 a.m. to 4:00 p.m.

For more information about Volunteer Opportunities:

Please contact EVE's Community Relations Coordinator at communityrelations@eveinc.org or 517-372-5976 ext. 11.
Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.