



Volunteer Profile

Summary	
Volunteer Positions Available	Admin for Volunteer Program
Department	Partnerships
Location	US Office, Pueblo/Denver, CO and/or Remote
Time	2-4 hours per week
Reporting To	Volunteer Development Manager
Purpose	Provide support to the Global Volunteer Program and Volunteer Chapter pilot to achieve our shared mission of ending slavery
Duties & Responsibilities	
<ul style="list-style-type: none">• Assist with email lists and other administrative tasks• Assist with editing volunteer materials such as Excel spreadsheets, PowerPoint presentations and Word documents• Assist with creating volunteer surveys and other assessment tools• Assist with creating volunteer print materials and gifts• Assist with volunteer data analysis and data management	
Person Specification	
Experience & Qualifications	
<ul style="list-style-type: none">• Must be 18 years or older• Be willing to undergo a background check• Some office or non-profit experience desirable	
Skills & Competencies	
<ul style="list-style-type: none">• General computer knowledge, including Word, PowerPoint and Excel• Detail oriented• Able to utilize discretion in dealing with any confidential and sensitive information• Exhibits flexibility, initiative and strong communication skills both written and verbal• General knowledge of DocuSign or similar platforms	

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