



RAINIER SCHOLARS

Volunteer Position Announcement

Volunteer Administrative Assistant

Position Summary:

Help Rainier Scholars staff create a welcoming and productive atmosphere in the office. You will be the smiling face our guests and participants see when they first walk in the door!

Responsibilities:

- Help staff with projects whenever possible, to include typing, mailings, filing, data entry and more depending on needs and available skills.
- Make guests feel welcome and comfortable, let the right staff know the guest has arrived, and direct or show the guest to the right location.
- Answer phones and direct calls, take messages or answer questions.

Knowledge, Skills and Experience:

- Punctual and reliable
- Pleasant and professional demeanor
- Good phone skills
- Able to multitask
- Basic computer skills (typing, Microsoft Office)

Time Frame:

- 4 or more hours per week, Monday-Friday during office hours (9am-5pm)
- 6+ month commitment

To Apply:

Complete our [volunteer application electronically](#) or [download our PDF application from our website](#).

You can also email us at volunteers@rainierscholars.org for a copy of the application.