



Volunteer Position Description

FACETS

Location	Main office, 10640 Page Ave, Suite 100, Fairfax, VA 22030
Position Title	Administrative Volunteer
Purpose	To assist FACETS programs and staff members around the office with filing, copying, making phone calls, and office organization.
Key Responsibilities	<ul style="list-style-type: none"> • To support FACETS mission. • File and organize program information. • Perform web searches. • Create word or excel documents. • Make phone calls as necessary. • Help with office organization. • Other duties as necessary.
Time Commitment	4 – 10 hours a week, for the duration of a semester
Supervisor (s)	Volunteer Manager, Director of Operations, Development Coordinator
Qualifications	<ul style="list-style-type: none"> • Comfortable with computers and Microsoft office • Comfortable making phone calls • Dependable • Organized
Training	Will be provided
Appointed by	Volunteer Manager