



General Office Support Volunteer Job Description

Title	General Office Support Volunteer
Reports To	Affiliate Staff – Mission Manager
Purpose	General Office Support Volunteers will help with various projects in our office to support the work and mission of Komen Dallas County.
Responsibilities	<ul style="list-style-type: none">• Attend Volunteer 101 Training• Assist in general office duties when needed• Light computer work and administrative assistance• Have fun and help save lives
Qualifications	<ul style="list-style-type: none">• Availability during Komen Dallas County office hours (Monday – Thursday 8:30-5:00 or Friday 9:00 - 1:00)• Works well independently• While on the phone, communicates in a courteous and a professional manner• Detail-oriented• Able to carry materials, a minimum of 20 pounds.• Timely and dependable• Possess reliable transportation• Positive, team-oriented attitude• Preferred skills: data entry, Microsoft Office, and conducting internet searches.• Belief in the importance of the mission of Susan G. Komen®
Time Commitment	Volunteer at least once per quarter, as opportunities are available

For more information, contact our Mission Manager Aisha Heath at:
469-619-3906 or aheadh@komen-dallas.org