



Volunteer Role Description

Position: Administrative Support

Purpose: To provide administrative assistance to the Burlington Community Foundation (BCF).

Key Responsibilities

- Assist with assigned general administrative tasks, such as mailing, data entry, filing, editing, copying, collating, etc.

Qualifications, Skills and Competencies

- Experience with working with computers and various office software (ex. Microsoft Word and Excel)
- Experience working with databases would be an asset

Training

- Orientation to BCF
- Orientation to the BCF's Brand and Design Standards
- Basic training for office equipment

Time Commitment

- Ideally 4 hours every two weeks
- Available between the hours of 9:00 am and 5:00 pm, Monday through Friday. (ex. 3:00-5:00 pm, 9:00 am – 12:00 pm, etc)

Benefits

- Enhance existing skill set and learn new skills
- Opportunity to help the Burlington Community Foundation maintain an efficient and effective office
- Help BCF fulfil its mission