

Ecumenical Ministries of Oregon

Russian Oregon Social Services

4033 SE Woodstock Blvd

Portland, OR 97202

(503) 777-3437

Volunteer Description

TITLE: Volunteer Office Assistant

PURPOSE: To provide effective administrative assistance and office support activities for the staff of Russian Oregon Social Services.

DUTIES:

- Type, photocopying, prepare booklets, mailings
- Answer telephone calls, take messages, forward calls as necessary
- Greet and direct visitors
- Light office duties, such as cleaning and dusting surfaces, watering flowers, recycling

TIME REQUIRED:

- 8 to 20 hours per week
- Commitment of 12 weeks or more
- Time can be increased depending on intern program requirements

SKILLS:

- Speak both Russian and English languages
- Ability to type/word process and use computers and software with accuracy (Windows and Office '98 and 2000)
- Ability to adapt to frequent changes

BENEFITS:

- Opportunity to develop administrative skills while aiding a non-profit organization
- Opportunity to work with Russian-speaking community

For further information contact **Tatsiana Taran** at (503) 777-3437.