

**FRONT DESK/OFFICE HELP**

**Goal**

Help our front desk worker assist clients and walk-ins.

**Duties and Responsibilities**

* Assists clients/walk-ins with a variety of tasks and questions when they come to the office
* Assist walk-ins fill out paperwork
* Perform general administrative duties such as
	+ Data entry
	+ Distributing mail/deliveries
	+ Answering the phone
	+ Collecting and making copies of identification

**Time Requirements**

We ask that all applicants for this role are able to commit to serving 3-4 times a month. Preferably between the hours of 9:00am – 1:00pm. *Scheduled time in office can be flexible!*

**Location**

Volunteer will be working within the World Relief office.

**Skills & Qualifications**

* Experience performing office/admin work
* Proficiency in using a computer, copier, and printer
* Problem solving
* Ability to speak Spanish, Dari/Pashto, or Swahili/Kinyarwanda is a plus but not required

**Training**

Hands on training will be provided.

**Additional Information**

World Relief address: 4200 South Freeway Suite 408 FTW, TX 76115