

## OFFICE SUPPORT (Various Departments)

Office Support Volunteers provide support to World Relief staff through assisting in tasks such as organization, scanning, filing, data entry and event support.

**Reports To:** Respective Department contact assigned at volunteer match

### Time Commitment

**Hours per Week:** 2-4 hours per week during normal business hours, M-W, F

**Duration:** 6+ months

### Responsibilities

- Help maintain client or volunteer files
- Scanning documents
- Shopping for client hygiene kits
- Potential help with event planning

### Requirements

- Support of World Relief mission and values
- Strong communication skills, both verbal and written
- Strong sense of organization and attention to detail
- Proficiency in Microsoft Office platforms such as Teams and Outlook
- High English proficiency
- Must pass a criminal background check through Sterling Volunteers (cost \$21)

### Initial Training required of all World Relief Volunteers

- Complete Volunteer Application on the World Relief Volunteer Portal <https://worldrelief.powerappsportals.com/?wroffice=spokane>
- Complete US Programs New Volunteer Orientation (link on the Volunteer Portal)
- Attend Local Volunteer Orientation (1.5 hours, scheduled the first Wednesday evening of most months, 6:30-8:00 pm)

### Additional Role Specific Training

- Appropriate logging of Gift-in-Kind donations
- Completion of the following online course on *The Workshop* within the first month of service: <https://worldrelief.thinkific.com/pages/world-relief-spokane>
  - *The Resettlement Process* (duration 45 min)
  - *Navigating Friendships* (duration 1 hour)

\*NOTE: Use Coupon Code: **wrspokane** to waive course fees when you register