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
     o The Resettlement Process (duration 45 min)
     o Navigating Friendships (duration 1 hour)

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