

Job Title: Office Assistance | MVMC

Purpose: Sometimes the staff at the Moab Valley Multicultural Center don't have enough time to finish it all! That's when we call on an Office Assistant to help make sure we get everything done. This position is very similar to the Day Chair position, however Office Assistants will always have other staff members present

Location: Moab Valley Multicultural Center (MVMC); 156 N 100 W, Moab UT

Key Responsibilities:

- Answers the phone, assists clients when appropriate, transfers calls, and takes messages for the MVMC Staff. (Include Phone #, name, and date of call).
- Greets guests and helps find assistance as necessary.
- Answers questions about the MVMC and provides forms when necessary.
- Dispenses food from the Food Pantry and records the quantity.
- Makes reminder calls as assigned.
- Aids in the preparation of bulk mailings.
- Prepares correspondence or fliers as needed.
- Other tasks as assigned.

Reports to the Volunteer Coordinator of the MVMC.

The Length of Appointment: An Office Assistant serves on an as needed basis; we keep several in rotation. Dependable Office Assistants often become Day Chairs.

Time Commitment: An Office Assistant serves on an as needed basis. This may be for a whole day or for a few hours at a time. This will always fall between the hours of 9am-5pm.

Qualifications: Basic knowledge of the computer and phone. Pleasant manner, patience, problem-solving ability, dependability. Bilingual Spanish-English is a plus.

Support: Training for this position will be provided on an as needed basis. Also, the Volunteer Coordinator will be available for questions and assistance.

Age Requirement: 16 and over.

Dress Code: Business Casual