Volunteer Office Assistant

Job Description

Volunteer Reports to: President & CEO

Summary: The Office Assistant will perform a variety of tasks depending on project deadlines in the San Diego East County Chamber of Commerce office. This will include answering phones and other administrative tasks as assigned by the President & CEO. This position helps to extend the resources in the San Diego East County Chamber of Commerce to better assist and direct the needs of our clients and community.

Essential Duties and Responsibilities

• Answering phones
• Data entry
• Filing
• Maintenance of office space
• Other duties specifically around coordination of special events, or as assigned

Requirements

• Must present a professional appearance and a friendly manner
• Must be dependable and punctual
• Be courteous and personable when dealing with the public
• Be self-directed, willing to take initiative, and detail-oriented
• Respect and maintain confidentiality of the San Diego East County Chamber of Commerce members, staff, volunteers, partners, and donors

• Computer skills are desired, but not required

Training & Supervision

• Attends general volunteer orientation
• Completes office orientation which includes training on the following items:
  • Phone System Tutorial
  • Database Tutorial
  • Filing System
  • Training and supervision conducted by the President & CEO and or designated staff
• Evaluation:
  • All volunteers complete a 60 day evaluation

Time Commitment

• Minimum one day per week for 4 hours
• One day per month for 2 hours:
  • volunteer/staff team meeting

Benefits

• Knowledge that you are working as a team to ensure that office functions run smoothly.
• Work experience
• Helping the East County Community
• Free parking if needed.

We can’t do it without you! Thank you for being part of our team!

Contact: San Diego East County Chamber of Commerce at 619-440-6161 / info@eastcountychamber.org