



Job Title: Office Assistant Intern

Staff Leader: Kelly Pham

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Summary: The Office Assistant Intern will perform a wide variety of responsible office support and administrative functions in support of the Administrative Assistant.

Location: Northshore Senior Center Administration Office

Key Responsibilities:

- Print and distribute flyers, brochures, business cards, name badges, menus, Navigator, and Calendar
- Assemble packets for the newcomers' meetings, rentals, and marketing purposes including creating folders, printing and folding flyers and brochures, and printing sign-in sheet, name tags, bookmarks, emergency cards for new member meetings
- Assist Administrative Assistant with events and fundraisers – as needed
- Assist members, volunteers, and staff in making copies, collating documents, and shredding of confidential papers
- Serve as a backup receptionist when needed
- Work on special projects as assigned

Qualifications:

- Must be able to follow detailed instructions and complete assignments as given, with strong organizational and communication skills.
- Must be able to multi-task and keep all information confidential.
- Must possess basic computer skills including Microsoft Word, Excel, and Publisher.
- Must complete a volunteer application, sign a volunteer agreement and authorize a background check. All of these items will be completed prior to starting.

Time Commitment: Working hours are negotiable. There will also be a training period associated with this position (see below).

Training/Support Provided: Individual, one-on-one training will be provided by Administrative Assistant or other experienced volunteer, as assigned.

Why Volunteer at NSC? Northshore Senior Center's vision is a community where older adults and those who love them are empowered to choose and develop ever more joyful, healthful and meaningful lives. As an Office Intern, you will perform a variety of tasks which can provide you with valuable experience for any

career, strengthen your skills, and develop new skills and hobbies. Volunteering at Northshore Senior Center offers the chance to gain a new perspective on life while involved in social interaction with older adults, strengthen your skills, and make a difference in other people's lives with the variety of tasks you will experience.

Thank you for your interest in and commitment to volunteering at Northshore Senior Center. In signing below, you acknowledge that you have read, understand and commit to the above and also that you have received and understand the activities of the volunteer jobs you have agreed to perform.

Volunteer Signature: _____ ***Date:*** _____