

**Position Title:** Volunteer Administrative Assistant

**Organization:** One Team One Dream of the Capital District, Inc.

**Location:** Albany, NY

**Time Commitment:** 8-10 hours per week

**Duration:** Ongoing

**Job Overview:**

One Team One Dream of the Capital District, Inc. seeks a dedicated and detail-oriented Volunteer Administrative Assistant to support our team in various administrative tasks. As a Volunteer Administrative Assistant, you will play a crucial role in ensuring the smooth functioning of our organization by providing efficient and effective administrative support.

**Key Responsibilities:**

**1. Data Entry:**

- Accurately input and update information into databases and spreadsheets.
- Maintain organized records of relevant information.

**2. Communication:**

- Assist in responding to emails and phone inquiries.
- Draft and edit correspondence, documents, and reports.

**3. Scheduling:**

- Coordinate and schedule meetings, appointments, and events.
- Manage calendars for team members.

**4. File Management:**

- Organize and maintain both physical and digital filing systems.
- Ensure documents are properly labeled and easily accessible.

**5. Office Support:**

- Assist in ordering and maintaining office supplies.
- Help with general office organization and cleanliness.

**6. Collaboration:**

- Work closely with other team members to support collaborative projects.
- Attend team meetings and contribute to discussions as needed.

**7. Special Projects:**

- Assist in the planning and execution of special events or projects.
- Take on additional responsibilities as required.

**Qualifications:**

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office suite and basic computer applications.
- Detail-oriented with a high level of accuracy.
- Ability to maintain confidentiality and handle sensitive information.
- Previous administrative experience is a plus but not required.

**Benefits:**

- Gain valuable experience in administrative roles.
- Contribute to the success of a meaningful cause.
- Work in a collaborative and positive team environment.

**How to Apply:**

Interested individuals are encouraged to submit a resume and cover letter outlining their relevant experience to Ta-Sean Murdock, Chief Executive at [tasean@otodcapitaldistrict.org](mailto:tasean@otodcapitaldistrict.org). Please include "Volunteer Administrative Assistant Application" in the subject line. Applications will be accepted until March 1, 2024.

Note: One Team One Dream of the Capital District, Inc. is on a mission to create a brighter future for our youth, and we need YOUR passion, skills, and dedication to make it happen!