



Administrative Helper

Volunteer Description

Rebuilding Together of Central Florida seeks administrative help with our daily operations! We are a nonprofit organization with a mission to repair homes, revitalize communities and rebuild lives. Since 2002, our program has helped over 600 families in Central Florida access safe and healthy housing.

The Administrative Helper volunteer position is a part-time, unpaid volunteer position to support the work of Rebuilding Together of Central Florida. The Administrative Helper will assist the Program Manager with administrative tasks that keep our operations running smoothly. Working hours for the Administrative Helper are flexible and will be decided upon by the volunteer and the Program Manager.

Reports to: Program Manager

Hours Per Week: Minimum of 4

Office Hours: Monday through Friday, 9am to 5pm

Duties:

- Assist Program Manager with administrative duties
- Answer the phones and provide callers with information about our program, volunteering and direct callers to the appropriate extension
- Answer the front door and greet guests as they arrive
- Research opportunities for prospective donors and volunteer groups
- Help us maintain the clean and orderly appearance of the reception area
- Additional duties as assigned

Requirements:

- Experience and proficiency in Microsoft Office suite
- Excellent customer service skills
- Passion for helping others!

How do I apply?

Please send your resume with work and volunteer experience to rebuild@rtorlando.org. A member of our team will review your application and will be in touch.