**DREAM CENTERS MARY’S HOME**

**VOLUNTEER POSITION DESCRIPTION**

Position Title: Volunteer Administrative Assistant

Accountable To: Chief Development Officer

Schedule: Ideally Monday and Wednesday afternoons (flexible)

Time Commitment Max 20 hours a week in office/home

**ORGANIZATION OVERVIEW**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. Dream Centers is an independent 501c3 nonprofit committed to ending generational poverty and family homelessness in the Pikes Peak Region. We do this by providing resources to heal, life skills, development and future focused vocational training.

**POSITION SUMMARY**

An Administrative Assistant Volunteer will work closely with the Development Department by serving the Chief Development Officer (CDO) to accomplish many vital development tasks, including coordinating donations, preparation for tours, scanning and data entry in a software program, and/or occasional development event support.

**REPORTING AND WORKING RELATIONSHIPS**

Dream Centers Administrative Assistant Volunteers report to the Chief Development Officer, and work in close coordination with other Dream Centers staff, interns, volunteers, partners, service providers, and donors.

**RESPONSIBILITIES**

* Perform data entry and updating CDO’s donor accounts
* Handle development tasks given by the CDO
* Participate in department and other meetings as requested
* Help prepare CDO for bi-weekly VIP donor tours.

**QUALIFICATIONS AND EXPERIENCE**

* Personal relationship with Jesus Christ
* High school diploma, Bachelor’s degree preferred
* Experience in administration, leadership or customer service preferred
* Proficiency in office management software preferred
* Strong interpersonal skills and attention to detail desired

**WORKING CONDITION**

* Work environment is standard office, Dream Centers Support Offices of 11035 Voyager Parkway, and home office

**If interested in this volunteer position, please email** Caitlyn.Oconnell@DreamCenters.com

I have read, understood and am able to perform all of the requirements as detailed in the volunteer position description listed above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature Date