

# Administrative Assistant to Clinical Services

## Volunteer Position Description

### *Position & Responsibilities*

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#### **Role Summary**

The Administrative Assistant Volunteer is responsible for working within the Clinical Services team, assisting with office projects including data entry, filing, tracking records requests, and assembling materials and packets.

#### **Impact & Benefits**

- Assist with efficiency and organization
- Support Tubman and the clients served
- Gain insight and administration skills in a non-profit, social service organization

#### **Position Responsibilities**

- Complete tasks including filing and maintaining organization within the Clinical File Room
- Maintain clinical files with confidentiality and attention to detail
- Communicate and collaborate with colleagues to plan and complete projects

### *Qualifications & Expectations*

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#### **Position Qualifications**

- Excellent organizational skills and attention to detail
- Comfortable with the computer; experience with data entry and general computer software (i.e. Microsoft Office)
- Ability to work independently and to collaborate with a team
- Professional communication (email and phone) skills
- Ability to work with diverse teams to foster a culturally inclusive environment

#### **Time Commitment & Availability**

- Flexible daytime weekday hours
- Minimum of 4 hours a week for 4 months

#### **Supervision & Training**

- Attend Tubman's five-part Orientation and Training series
- The Administrative Assistant Volunteer is supervised by the Intake Manager

### *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.