

Position Description: Administrative Volunteer

Revised: 6/17/16

Summary of Position / Key Duties

The Administrative Volunteer is an unpaid position that assists the Administrative Director to maintain: All JASH membership information including dues, invoicing, and general correspondence; Balance sheets for all JASH and Crown Prince Akihito Scholarship Foundation programs keeping track of all incoming funds for programs, fundraisers, and donations; Attendance records for all events; All office equipment to make sure they are in good working order; and Inventory of stock of office supplies and postage for the office

The Administrative Volunteer will also assist with other JASH duties and programs as assigned by the Administrative Director, the President, or the Vice President.

Reporting

This position reports to the Administrative Director.

Desired Skills and Experience

Prior administrative office experience and coordination is preferred but not required. Candidate must be flexible and have ability to do multi-tasking. Computer skills with experience working with Microsoft Word, Excel, and Outlook are essential.

Japanese language ability is a plus, but not required.

Occasional heavy lifting (up to approximately 30 lbs) may be required.

Activities and program may extend beyond the normal work hours of Monday to Friday, 8am - 5pm.

Benefits

Fully-paid monthly bus pass reimbursement or monthly parking available if desired.

Salary

None; Unpaid volunteer position.

Hour Requirements

Minimum 10 hours per week. Anytime Monday – Friday, 8am – 4pm.