

Volunteer Position Description
The Nature Conservancy in Arizona
Location: Phoenix office, 7600 N 15th St, Ste 100

Title of position: Volunteer Office Administrative Assistant (either full time or 2 half-time)

- I. **Statement of the Job:** This position is the “right hand” assistant to The Nature Conservancy’s Phoenix Office Coordinator. The position will perform a wide range of administrative and office support activities to facilitate the efficient operation of the organization and to help assure details are in place for a welcoming, efficient, smooth running office.

- II. **Essential Functions:**
The assignments for this position will include, but are not limited to, tasks such as front desk reception/answering phone, greeting visitors; accepting supplies/mail/package deliveries; photocopying; inventorying/ordering/organizing office and kitchen supplies; helping organize office celebrations of birthdays and successes; manage kitchen cleanup schedule (all staff take turns with actual cleanup), setup for business meetings and workshops, organizing catering for business meetings.
- III. **Minimum Qualifications:**
Experience with Microsoft Office (Excel, Word & PowerPoint)
Experience operating office equipment such as copiers, postage machines
Physically able to lift up to 25lbs
Values and practices attention to detail
Strong time management skills
Good customer service skills
- IV. **Preferred Qualifications:**
Experience using communications technology such as Skype and Zoom
Experience with Fed-Ex/UPS shipments
Strong interest in the mission and activities of The Nature Conservancy
- V. **Time required.**
Preferred schedule M-F 8:30 a.m. - 4:30 p.m. (1 volunteer)
or
Or two shifts M - F: 8:30-12:30 & 12:30-4:30 (2 volunteers)
or
Two volunteers split week with full day shifts (e.g. one M-W-F 8:30-4:30 one T, TH 8:30-4:30)
Position requires some flexibility in schedule due to business needs
- VI. **Orientation/Training.** Volunteer will receive orientation about the work of the Conservancy in general and training for the specific position assignments by the Phoenix Office Coordinator to gain experience necessary to effectively perform the essential functions of the position.
- VII. **Start time and length of assignment:** This is an ongoing volunteer opportunity with an immediate start time. Prefer minimum one-year commitment.
- VIII. **Reports to** Phoenix Office Coordinator
- IX. This position will undergo a criminal history check in keeping with The Nature Conservancy’s policy for all staff and for volunteers who may have contact with youth.

To apply, or for questions, contact: Tammy Soma, tammy.soma@tnc.org, 602-322-6991