



Project L.E.A.D. Job Description Office Assistant

Function: Responsible for assisting in the operation of the volunteer literacy program's office.

Specific Duties:

1. Receive phone calls from prospective program participants.
2. Send information on the program to prospective volunteers including training schedules, fact sheets, brochures, etc.
3. Maintain workshop registration lists.
4. Register prospective learners.
5. Assist in the maintenance of office records.
6. Perform office clerical work including typing, filing. And duplicating.
7. Perform other duties as assigned.

Qualifications: Able to type and work a computer.