

**Casa de Amparo
Administration
Position Description**

POSITION: Administrative Volunteer/Inter **SITE:** Administrative Office

REPORTS TO: Administrative/Executive Assistant

QUALIFICATIONS/SKILLS: Qualifications include: an interest in gaining experience in business administration and/or nonprofit management at a nonprofit children's shelter administrative office; a highly professional demeanor and strong interpersonal skills; strong computer skills, including Microsoft Word (additional Microsoft Office applications a plus); accurate typing (60 WPM); strong written and oral communication skills; well organized; and strong time management and task management skills. Experience in an office environment a plus.

MAJOR TASKS: Assist in daily administrative operations of nonprofit children's shelter. General business administration/nonprofit management tasks to include:

1. Assistance with answering phones;
2. Word processing and data entry;
3. Copying/faxing, filing;
4. Assistance with accounting and fundraising department tasks, etc.

EXPERIENCE THAT WILL BE ACQUIRED: Gained knowledge of business administration and nonprofit management. Exposure to nonprofit social services sector and résumé experience with a well known and highly respected nonprofit organization which provides safe shelter for children and a continuum of prevention and treatment services to abused, neglected and at-risk infants, children and teens, and their families, from throughout San Diego County.