



Volunteer/Intern Position Description

Job Title: Office Assistant

Positions Available: 2

Time Commitment: 8-10 hours per week

Reports to: Director

Length of Appointment: 3 months, with extension agreed to by both parties.

Key Responsibilities:

- Assist Director with general administrative support including but not limited to: receiving and screening telephone inquiries and visitors, responding to routine questions and providing information, typing, sorting, and filing documents.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Proactively look for new ways to improve current processes/work templates and their continuous improvement/efficiency.
- Arrange and attend specific meetings and record meeting minutes.
- Prepare, format, develop, edit, revise and review for accuracy; visual presentations, graphic material, planning documents, spreadsheets, reports and templates.

Qualifications:

- Prior experience working for a non-profit in the capacity of an administrative/office assistant
- Excellent communication skills both oral and written.
- Advanced knowledge of the MS Office Suite (Word, Excel & PowerPoint.)
- Shows initiative, self-motivated, and superior organizational and time management skills.
- Requires discretion to perform all duties with confidentiality, accuracy and attention to detail.
- Ability to work well with multiple priorities and deadlines.
- Willingness to learn and take on new tasks/assignments.
- Ability to adapt to new situations and surroundings.
- Must have transportation to come to our Worcester office.

Compensation: Ability to attend most HeartWell programs without a fee. After a 3 month commitment and performance review, there may be an option to receive a monthly stipend of \$400 per month if contract is extended.

To Apply:

Please submit your resume to marketing@heartwellinstitute.com.