

VOLUNTEER JOB DESCRIPTION

Volunteer Administrative Assistant

The Institute Of International Education (IIE) Rocky Mountain Region offers four primary programs for members and supporters to make connections with the rest of the world through experiences that foster education, understanding and friendship. This is an exciting and dynamic organization that needs some additional volunteer help!

The Executive Director of the Rocky Mountain Region and the other IIE staff members are looking for a volunteer who can provide general administrative support.

Time Commitment: Minimum 2 days per week

Minimum Duration: 3 months

Office Hours: Monday-Friday: 9:00 am to 5:00 pm

Duties:

- General office support, including but not limited to filing, copying, ordering supplies, answering phones, scheduling meetings, arranging travel, mailings
- Assist with database management, membership records, correspondence

We are looking for resourceful, articulate and dependable candidates with strong organizational and administrative skills. Candidates should be comfortable working independently as well as with a team.

To apply:

Please send a resume and brief statement of interest to **volunteer2learn@iie.org**.

Your statement should include when you are available and how many hours per week you are prepared to commit. You will be contacted shortly to schedule an interview.

Please note that all IIE volunteer positions are unpaid, but transportation reimbursement is available for qualified candidates.