SPIN

STEM PATHS INNOVATION NETWORK

www.stempaths.org

Volunteer Position Description: Office Volunteer

Purpose: The Office Volunteer at STEM Paths Innovation Network will assist the Operations Associate in performing various internal functions including such things as data entry and internet research.

Job Title: Office Volunteer

Location:

The Office Volunteer will work out of SPIN's main office at 3407 NE 2nd St, Renton, WA 98056 and at designated sites and events as identified by the Executive Director of Education.

Key Responsibilities:

The Office Volunteer:

(1) Provides support to the Operations team with tasks such as data entry, filing, photocopying, and responding to emails.
(2) Assists with event planning and coordination, including helping prepare materials, set up, and manage logistics
(3) Helps with outreach and fundraising, including scheduling meetings and writing thank-you letters
(4) Assists with social media and marketing efforts, including social media posts, designing flyers and brochures, and updating the website.
(5) Conduct research on topics related to the organization's mission, programs and impact

Reports to:

Operations Associate

Length of Appointment: The Office Volunteer will serve on weekdays throughout the calendar year.

Time Commitment:

The Office Volunteer will provide up to 10 hours a month throughout the year.

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Qualifications:

1. Strong organizational skills and attention to detail
2. Excellent written and verbal communication skills
3. Ability to work independently and as part of a team
4. Proficient in Microsoft Office and Google Suite
5. Familiarity with social media platforms and digital marketing tools
6. Ability to handle confidential information with discretion
7. Willingness to learn and take on new tasks
8. Passion for the organization's mission and commitment to making a difference in the community

Support Provided: A one hour orientation to SPIN will be scheduled at the convenience of the Operations Volunteer. Two hours of training in SPIN's current operational procedures will be required. In addition, attendance at quarterly volunteer meetings is required. The Operations Associate is available on an ongoing basis to answer questions and provide other assistance as needed.

Additional Perks: Free parking onsite, fun colleagues, free coffee and snacks, and the ability to contribute to student learning!