



Office Administrative Volunteer

**Do you enjoy providing exceptional support and keeping things running smoothly?
Are you detail-oriented and have a knack for organization?**

Grow Benzie is seeking volunteers to support our administrative functions in our Studio Office!

In this role, you will:

- Assist staff with various administrative tasks, such as answering phones, assisting callers, and keeping our office space organized and tidy!
- Create and maintain spreadsheets or databases as needed.
- Prepare mailings and other documents.
- Assist with data entry and other computer-based tasks.
- Contribute to a positive and organized work environment.

As an Office Administrative Volunteer, you will:

- Possess strong organizational skills and a keen eye for detail.
- Be proficient or willingness to learn Google Suite (Gmail, Docs, Sheets, Forms, etc.)
- Enjoy working independently and taking initiative.
- Provide excellent customer service over the phone and in person.
- Be a team player and willing to learn new tasks.

Commitment & Requirements:

- Flexible schedule with opportunities to volunteer Monday - Friday, 9am - 5pm.
- Minimum commitment of 3+ hours per week.
- Comfortable working in a fast-paced environment.
- Basic computer skills and proficiency in common office software are a plus.
- As volunteers gain experience and demonstrate their commitment opportunities could include specific or skill-based projects with less direct staff guidance.

If you are interested in learning more and joining our team, please contact:

Jackie Borozan
Growth Manager
volunteer@growbenzie.org
231.882.9510