



ICS Volunteer Job Description: Office Assistant, Workforce Development

Volunteers should embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation

Program Description: Workforce Development, Life Advancement Dpt.

The Workforce Development program, as part of our Life Advancement Department, offers support to ICS clients on their path to self-sufficiency through teaching self-efficacy, job-readiness, and developing the skills and confidence needed to secure a job and stay employed.

Job Description: As a Workforce Development Office Assistant, you help with daily office needs crucial to the success of the Workforce Development program. This in-office position assists with various daily Workforce Development tasks. Duties may vary day to day depending on the needs of the program.

Reports to: Workforce Development staff

Job Details:

- File and organize program paperwork and resources
- Send emails and make phone calls
- Stock the Workforce Center with brochures, resources, flyers, and program materials when needed
- Computer data entry and data clean up
- Support Workforce Development staff at Resource Fairs and Business Expos
- Other duties or special projects as assigned

Volunteer Qualifications:

Required

- Completion of ICS Volunteer Registration
>Application, Criminal & Driving Record Background Check, Two References
- Strong computer skills, experience with Microsoft Office programs
- Willingness to learn new computer programs
- Ability to be flexible and follow established procedures

Preferred

- Strong grammar, proof reading, and editing skills
- Strong organizing skills

Time Commitment:

Frequency: 1-3 days a week, Monday-Friday, volunteer chooses days

Availability: 9am-1pm or 1pm-3pm, volunteer chooses time

Length: 3-4 hours

Location: ICS Northwest Office, 2820 W. Ina Rd. Tucson, AZ 85741 or the ICS Central office 122 N. Craycoft Rd. Tucson, AZ 85711