



Volunteer Position Description

Office Assistant

Position Overview:

The Volunteer Office Assistant will support the administrative functions of New Birth, ensuring smooth operations. This role is suitable for individuals who are organized and enjoy working in an office environment.

Key Responsibilities:

- Prepare and distribute correspondence, memos, and forms.
- Answer direct and return phone calls and emails.
- Assist with filing, date entry, and maintaining organized records.
- Schedule and coordinate meetings and appointments.
- Manage department supply inventory and place orders as needed.

Qualifications:

- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Excellent interpersonal and communication skills.
- Ability to handle confidential information with discretion.
- Previous administrative experience is preferred but not required.
- Must complete volunteer on-boarding, background check, and any church-required training.

Candidate Competencies:

- A committed Christian who supports the mission, vision, and values of the church.
- Servant-hearted with a collaborative spirit.
- Strong interpersonal skills with a passion for building relationships.
- Excellent communication skills.

PROFESSIONAL VOLUNTEER

The engagement as a Volunteer is not considered employment and the Volunteer is not entitled to any compensation or other employment benefits.

Submit resume to: PROVOLUNTEERS@NEWBIRTH.ORG

Those whose qualifications most closely align with our needs will be contacted to move forward in the selection process.

No phone calls will be accepted.