



St. Vincent de Paul

St Anthony Conference of Casa Grande, Inc.
405 E. Second Street, Casa Grande, AZ 85122
Serving Casa Grande Since 1987
HELP US HELP OTHERS

OFFICE ASSISTANT VOLUNTEER

Job Description

Job Summary:

Under the supervision of the Program Manager, provide administrative and clerical support. Office hours are 9:00 – 12:30 Monday thru Friday. Hours and days are flexible.

Qualifications:

- Familiar with Microsoft Office
- Good interpersonal skills
- Ability to work as a team member
- Ability to pass background and fingerprint checks
- 2-3 years office experience
- Experience in Data Entry a plus
- Bi-lingual a plus
- Training provided

Duties include:

- Data Entry
- Maintain client and personnel confidentiality
- Perform client intake and processing
- Other tasks as appropriate
- Answer phone calls