



# COMPASSION CONNECT

Jesus • Freedom • Love • Unity • Service • Excellence • Innovation

*uniting to serve*

## Compassion Connect Office Assistant

Compassion Connect is seeking a skilled administrative volunteer to lead us in organizing and digitizing our records using several systems. We are looking for someone who is a gifted organizer and can take our current paper system and translate it to appropriate online platforms, scanning and sorting current records as well as determining procedures for future uploads. We expect this project to take more than 60 hours and could happen over the course of many weeks or months in a timeframe flexible to the volunteer's availability. This is an in-person opportunity at our SE Lincoln St. office location. We observe safety guidelines of masks and social distancing.

**Title:** Volunteer Office Assistant

**Department(s):** Main Office, Portland, OR

**Reports to:** Office Coordinator

### **Key Responsibilities:**

- Work closely with the Office Coordinator to assess the current record keeping system, and come up with a solution for the future that includes digitization
- Scan and upload documents
- Sort documents online and in person
- Outline a system for further document uploads

### **Desired Skills and Experience**

- Passionate and aligned with the organization's values
- Gifted organizer who is willing to embrace tedious work
- Thorough and detail oriented
- Experience with filing and digitizing records is a plus

### **Perks**

- Gain experience working for a dynamic, growing nonprofit that is making a huge impact in Portland, Arizona, Tacoma, and beyond
- Learn or practice office and organizational skills while making a difference
- Relaxed atmosphere where you will be encouraged and challenged
- If desired/applicable, we are happy to offer internship or community service hours