



## **Administrative Assistant Volunteer**

### **Responsibilities:**

- Enroll students in classes, answer questions about programs, greet visitors, etc.
- Enter data and maintain accuracy of student database, donor database, volunteer database, partner database, etc.
- Assist with bulk mailings.
- Distribute promotional materials in the community.
- Assist with the receipt of in-kind donations, process and record.

### **Qualifications:**

- Prior experience in an office (preferably in a non-profit).
- Excellent communication, writing and organizational skills.
- Professional and patient.
- Proficient computer skills including Microsoft Office.
- A willingness and ability to learn new skills.
- Love and appreciation of art!

**To apply for a volunteer position, please send resume and letter of interest to [office@brooklineartscenter.com](mailto:office@brooklineartscenter.com). Please include the title of the volunteer position you are applying for in the subject.**