

Volunteer Office Admin Job Description

United Way of Northwest Arkansas Overview

United Way of Northwest Arkansas mission to unite our community to empower people and improve lives. Our bold goal is to provide every child in Northwest Arkansas a pathway out of poverty.

Job description

Provide receptionist and office admin assistance at the Main Office in Lowell. Primary responsibility will be answering the telephone during normal business hours, Monday-Friday, between 8a.m. – 4:30p.m (2 positions available averaging 15 hours a week) Additional duties may include filing, faxing, scanning, data entry and other clerical related tasks.

This position requires the following skills: Administrative Support, Office Reception, Data Entry

Desired Skills and Experience

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Interested? Please contact chinds@unitedwaynwa.org/