



**Vision
Action
Network**

Volunteer Job Description: Volunteer Virtual Office Assistant

Reports to: Glenn Montgomery, Executive Director

Summary: The Office Assistant will perform a variety of administrative tasks to support the projects and initiatives of Vision Action Network (VAN). This position helps to expand VAN's capacity to fulfill its mission and to meet the needs of our clients and the residents of Washington County, Oregon.

Essential Duties and Responsibilities: Data entry • Research and compilation of information • Support for coordination of special events (may be in-person or virtual)

Requirements: Computer skills, especially aptitude with MS Office and Google Workspace • Access to a computer and internet • Courteous and personable demeanor • Self-directed, willing to take initiative, and detail-oriented • Familiarity with Zoom conferencing platform • Willing and able to learn and develop new skills

Time Commitment: Ongoing commitment with potential for 2-3 hours a week, depending on projects and organizational need, flexible schedule.

Training & Supervision: Attend general volunteer orientation via Zoom • Additional training and orientation on specific tasks and tools will be conducted as needed • Training may be conducted by Executive Director or Communications and Logistics Support Specialist • Supervised by Executive Director

Benefits: Gain experience in nonprofit administration • Contribute to improving the lives of people throughout Washington County • Training in equity tools • Opportunity to network with key individuals across sectors throughout Washington County • Flexible schedule • Work from anywhere

How to apply: Review our website at www.visionactionnetwork.org. Email Glenn Montgomery at glenn@visionactionnetwork.org with a brief introduction, explain why you are interested in this position and how you feel you could contribute to the work of Vision Action Network.