

Finance Department Clerical Support Volunteer

Purpose:

Immediate opportunity for a volunteer to support the Finance Department at Community Action Marin.

Agency contacts:

Volunteer Services – volunteer@camarin.org

Responsibilities and duties:

- Assisting staff with general office tasks
- Copying and filing documents
- Demonstrate a positive attitude and welcome a collaborative work environment.
- Adhere to Agency privacy and confidentiality standards, health and safety protocols, and the code of ethics.
- Communicates with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses.

Time commitment:

- Tuesday, Wednesday, Thursday, 9:30am to 1:30pm onsite
- 12 hours average per week
- Apply for some or all of the days/hours.

Required skills and qualifications:

Skills

- Ability to follow directions and comfort in an office environment
- Ability to engage with individuals in an empathetic, culturally responsible manner
- Verbal and written communication skills
- Adapts well to a dynamic, rapidly changing environment and works effectively within a team
- Willingness to provide a pleasant and welcoming environment

Benefits to volunteer:

- Volunteer for Marin County’s largest nonprofit social services provider.
- Assist Community Action Marin with embodying a “whole family” approach.
- Make a tangible impact within the community.
- Gain valuable experience and make a difference using your commitment, passion, creative skills and vision to improve the lives of people and families in need.
- Advance equity and build a better community.

Location:

- In-person duties which take place at CAM headquarters, 555 Northgate Dr., San Rafael, CA 94903]

Reasonable Accommodations:

This opportunity may involve physical demands (e.g., climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.