

④ General Office Assistant



Perform general office skills to keep ministries operating timely.

TRAINING:

One-on-one basis when it is your time to serve.

TIME COMMITMENT:

Serve on a rotating basis once a month on day of the week agreed on by the staff you are helping.

PHYSICAL OR OTHER REQUIREMENTS:

Ability to use basic office equipment as directed (copy machine, stapler, paper cutter, postage meter, general computing).

CAN YOUTH SERVE?

No

DETAILS:

- Schedule and how often you can serve will be arranged one-on-one – depending on which member of the staff you will be assisting.
- You will be trained to use the office equipment needed, as described below:
 1. Copy machines
 2. Paper Cutter
 3. Postage Meter
 4. Computer
- Please be advised that no childcare is available. It is not recommended that you bring children to the office.