

**ROSE HOUSE – OFFICE ASSISTANT****Rose House:**

Rose House is a 96-unit residence providing permanent supportive housing to formerly homeless people and those living with mental illness or HIV/AIDS. To help residents cope with the challenges of everyday independent living, staff assists with medication monitoring, crisis intervention and daily life-skills training.

**Volunteer Position:** Office Assistant

**Contact:** Sharon Crawford, (212) 932-3220 ext. 14

**Purpose of Job:** Assist in various office duties.

**Commitment Required:** A minimum commitment of two hours per week for a three-month period. Volunteer opportunities will be available Monday to Friday from 9:00a.m. – 5:00p.m. There are no weekend opportunities for this position.

**Duties May Include But Are Not Limited To:**

- Answering phones.
- Filing materials.
- Photo copying/collating.
- Faxing materials.
- Computer data entry.
- Greeting visitors/front desk assistance.

**Qualifications Needed:**

- Some basic office work experience.
- Must have excellent communications skills.
- Must be 18 years or older.
- Must be reliable, responsible.
- Must be organized detail oriented.
- Knowledge of Word and Excel.

**Training/Orientation Provided:**

Designed to meet the individual requirements of the volunteer. A program tour and introduction to Volunteers of America will be provided.

**Location of Job:** Rose House, 305 West 97<sup>th</sup> Street, New York, NY 10025

**Volunteer Benefits:**

- Excellent experience in an office environment.
- Great resume builder.
- Knowledge that your work will improve the quality of services to our clients.
- Subscription to *Everyday Miracles*, Volunteers of America's bi-annual newsletter.
- Invitation to volunteer appreciation events.

Thank you in advance for your hard work and dedication  
Andrew Steininger, Community Resource Developer 212.496.4308