



Administration Volunteer Position Description

- Start date:** Immediately
- End date:** Ongoing
- Status:** Active
- Type:** Non-construction
- Hours per week:** Flexible
- Required skills:** Applicant should be detail-oriented, able to work with minimal supervision, and have at least basic office skills.
- Detail:** We have needs for applicants with very basic skills, such as filing and copying, as well as those with greater abilities, such as data entry. (A familiarity with Microsoft Office systems is helpful.) Applicant may be working with donor or homeowner information and so must be particularly careful about confidentiality issues.
- Contact person:** Michael Barb
- Contact phone:** 410-669-3309
- Contact e-mail:** volunteer@sandtownhabitat.org