JOB DESCRIPTION

Position:	Office and Volunteer Assistant
Details:	Full-Time with benefits pursuant to Seva's Personnel Policy
Place of Work:	Berkeley, CA
Reports to:	Deputy Executive Director
Reporting to position:	Volunteers
Travel Expectations:	Occasional local travel

About Seva:

Seva is a global nonprofit eye care organization dedicated to transforming lives by restoring sight and preventing blindness. We train local eye care providers and develop self-sustaining eye clinics around the world.

Scope of Work:

The Office and Volunteer Assistant position is a full-time position with responsibilities including supporting day-to-day office operations to ensure smooth functioning of Seva Headquarters in Berkeley, maintaining the volunteer database, matching interested volunteers with volunteer opportunities, and merchandise inventory. The Office and Volunteer Assistant position works closely with our executive, development, communications and event production teams. Flexible hours may be required on occasion.

Main Responsibilities:

- **Support the daily operations of the office at Seva Headquarters**
  - Ensure the reception desk is staffed during business hours by a friendly and informative first point of contact with the Public (visitors, phone callers, general email inquires, general mail inquiries). This could be a volunteer.
  - Pick up and sort the mail , prepare outgoing mail, serve as liaison for express mail and other shipping services.
  - Keep all office machines (printers/fax/mail meter) in good working order.
  - Prepare monthly reports on office equipment, utilities and shipping usage.
  - Stock office supplies, bathrooms, mailroom and kitchen essentials. Place orders for special requests as needed.
  - Primary liaison with Landlord on building and property issues and utilities vendors (alarm company, janitorial contractors, telephone technicians, etc.) for optimal services and price.
  - Update and maintain the interoffice communications systems and directories.
  - Coordinate the IT needs of the office in conjunction with the appropriate IT contract staff.

- Orient new staff to the office (equipment, codes, emergency procedures), provide appropriate keys, ensure workstation/IT setup is adequate, order business cards.
- Other duties as assigned.

➢ **Coordinate Volunteers**
- Work with staff to identify non-program volunteer opportunities.
- Create and maintain a volunteer database.
- Screen potential volunteers and respond to volunteer inquiries.
- Match volunteers with relevant opportunities, including office reception and special events, and refer program-related volunteers as appropriate.
- Support and coordinate the orientation, training, and activities of new and returning non-program volunteers.
- Create training materials.
- Identify ways to improve our volunteer systems.

➢ **Assist with Special Events and Projects:**
- Assist the Development and Communications Departments with special projects related to donor relations, including receptions and other events.
- Inventory Seva merchandise.
- Provide information to supporters who contact the office about upcoming events.

Key Qualifications
- 2+ years experience in office operations
- Friendly, patient, approachable manner and enjoys working with people
- Experience with MS Office software suite, especially Excel, Word
- Attention to detail; proactive
- High school graduate – bachelor's degree preferred
- Experience working in non-profits preferred
- Driver's license preferred

Compensation:
This is a full-time, non-exempt position that comes with a competitive salary and benefits package, including vacation and holiday leave, medical, vision and dental insurance, and a 403(b) retirement plan.

Seva Foundation is an equal opportunity employer. We encourage applicants from diverse backgrounds to apply.

How to Apply:
Please submit a cover letter and resume to jobs@seva.org. Include the title Office and Volunteer Assistant in the subject line. No phone calls please. The position will remain open until filled.