

Volunteer Position: Human Resources & Admin Assistant

SUMMARY

Location:	520 NW Davis, Suite 215
Supervisor @ CAP:	Brandy Richardson
Department:	Administration
Number of volunteers sought:	1
May a CAP client fill this role?	No

POSITION DETAILS

- Assist with updates to CAP's Personnel Policy manual, including creating & formatting a Table of Contents
- Conduct file audits for Human Resources
- Perform general administrative tasks as needed, including data entry, updating contact lists, and filing
- Assist with planning CAP's annual retreat

PREFERRED QUALIFICATIONS

- Experience in Human Resources and/or Staff Training
- 8-10hrs per week (flexible daytime shifts), minimum of 6 month commitment
- Demonstrated ability to handle confidential information in a discreet and professional manner
- High level of organization and attention to detail
- Intermediate computer proficiency in MS Office required

CONTACT

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Volunteer Resources Coordinator

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