Volunteer Opportunity Description: *Creative Administrative Assistant for Education Department*

**Description/Purpose**
The Education Department is seeking an ongoing commitment for an administrative assistant with creative thinking and people skills! Primary role will be to assist the Education Department Business Manager with facilitating office duties, compiling data, and thinking creatively.

**Responsibilities**
* **Regular weekly duties will include:**
  * performing internet searches and recording data in spreadsheets
  * assisting with survey creation and/or compilation after each program
  * maintain Google calendar of all upcoming classes and programs
  * maintain and organize program binders to use as reference materials
  * Maintain and organize office files and supplies
  * creating documents and making copies
  * Review Education Department website and check for quality, consistency, spelling, and accuracy of information.
  * proofreading
  * Maintain ongoing chronological list of all education programs. Update list with new additions, sold out status, or cancelled status
  * Assist office staff with completion of deadline-driven projects

* **Additional responsibilities may vary from week to week, including but not limited to:**
  * completing donation forms after events that involve donated items
  * assist education registrars with pre-event registration materials and set-up prep
  * Department errands
  * organizing and maintaining community event displays
  * Proofread marketing publication drafts for accuracy, spelling, punctuation, and consistency
  * assist in completing Education Dept volunteer descriptions for other projects, as needed
  * implement creative thinking and new ways to approach obstacles
  * Misc duties as requested from other members of the education team
  * This position might need to adapt and change over time to fit needs and skill set of volunteer.

**Required Skills/Tasks**
* Organizational skills
* Attention to detail
* Ability to work within deadlines
* Ability to work independently, without close supervision
* Interest in sales is helpful
* Ability to think and act outside-of-the-box
* Reliable vehicle or transportation
* Knowledge and experience of Microsoft Word and Excel, internet searches
* Adobe software experience is a plus
* Willingness and ability to learn and apply new skills
* Ability to work independently and as a team
* Ability to handle last-minute requests
* Some work may be able to be completed from home
* Minimal standing and light lifting required, but it may come up from time to time.
**Time Commitment and Schedule Details**
Seeking a weekly ongoing commitment of one day a week for 4-6 hours. Wednesdays or Thursdays from 10am - 4pm are ideal, but will consider availability on a different weekday or shorter shifts over 2 weekdays. This position is available to begin immediately, and has flexibility over holiday times.

**Benefits**
Meet new people in a fun atmosphere! Use and develop your office skills! Experience the joy of helping others stay organized! Help the Arboretum Education Department maintain quality and success!

**Work Environment:**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoors</td>
<td>x</td>
<td>Lifting</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Working individually</td>
<td></td>
</tr>
<tr>
<td>Outdoors</td>
<td>x</td>
<td>Working with children</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td>x</td>
<td>Working as part of a team</td>
<td></td>
</tr>
<tr>
<td>Standing</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How to Apply for this Opportunity**
If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the supervisor and set up an interview.

**Staff Supervisor & Contact Information**
Jill Leenay  
Business Manager, Education  
* email communication is preferred* leen0014@umn.edu  
952-443-1527

To become an Arboretum Volunteer, you first need to attend a New Volunteer Orientation. To get started please visit our website at [http://www.arboretum.umn.edu](http://www.arboretum.umn.edu) and click on “Support” tab.