Volunteer Opportunity Description:
Savvy Administrative Superhero for Education Department

Description/Purpose
The Education Department is seeking an ongoing commitment for an administrative assistant with organizational skills! Primary roles will be to assist the Education Department Business Manager with sending data entry, data analysis, spreadsheet tracking, miscellaneous office duties, web-based research, and thinking creatively. Each week will likely have a combination of the above duties, for a never-boring, always-something-new kinda day! Training provided for those who are comfortable learning and mastering new computer skills.

Responsibilities
Weekly duties may include any combination of:
* Learn and assist another volunteer, as needed, to create and send pre-class confirmation emails to registrants with helpful information like directions, location, what to bring. Training on how to do this will be provided!
* perform internet searches and recording data in spreadsheets
* assist with survey creation and/or review Training on how to do this will be provided!
* maintain Google calendar of all upcoming classes and programs. Training on how to do this will be provided!
* Maintain and organize office files and supplies
* internet research to uncover new promotional leads, contacts, or organizations
* creating documents, cutting promotional literature to size with a paper cutter, and making/compiling copies
* Review Education Department website and check for quality, consistency, spelling, and accuracy of information.
* proofreading and fact-checking
* Maintain ongoing chronological list of all education programs. Update list with new additions, sold out status, or cancelled status Training on how to do this will be provided!
* Assist office staff with completion of deadline-driven projects

Additional responsibilities may vary from week to week, including but not limited to:
* assist education staff 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 creating volunteer descriptions for other projects, as needed

Required Skills/Tasks
* ability to learn and leverage new computer software Training on how to do this will be provided!
* comfort and familiarity with PC, gmail and spreadsheets
* 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
* Knowledge and experience of Microsoft Word and Excel, internet searches
* Willingness and ability to learn and apply new skills
* Ability to work independently and as a team
* Some work may be able to be completed from home
* None to Minimal standing and light lifting required, but it may come up from time to time.

**Time Commitment and Schedule Details**
FLEXIBLE! Seeking a weekly ongoing commitment (6 months or longer) of one to three days a week for 3 to 20 hours each week. Tuesdays, Wednesdays, Thursdays or Saturdays anytime between 10am - 4pm are ideal. This position is available to begin immediately, and has flexibility over holiday times…and just about any other time!

**Benefits**
Meet new people in a fun atmosphere! Use and develop your office, organization, and sales skills! Experience the joy of helping others stay organized! Help the Arboretum Education Department maintain quality and success! Attend Arboretum classes and learn amazing things!

**Work Environment:**

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**How to Apply for this Opportunity**
All eligible volunteers must have completed and be up to date on their background check, safety of minors training module, and have a signed Volunteer Agreement and Release on file with the Volunteer Center. If you are eligible for this opportunity, please contact the Volunteer Center.

**Contact Information**
Volunteer Center: volopp@umn.edu

All Arboretum Volunteer opportunities are reserved for registered and active Arboretum Volunteers. All volunteers go through an orientation and screening process prior to applying for opportunities.
Visit [Becoming a Volunteer](#) on our website