



**Position Title:** Office Support

**Objective:** Provide Administrative Support

**Supervisor:** Volunteer Coordinator(s)

**Responsibilities:**

- Provide in-person and/or over the phone service connection using a trauma-informed, anti-oppressive approach to those who have or are experiencing abuse and/or sexual violence.
- Maintain confidentiality.
- Preparing for massive mail-outs
- Welcoming those accessing sites
- Provide information about anova to service-seekers/service providers
- Various Administrative tasks (photocopying, preparing letter-head, data entry etc.)

**Requirements & Training:**

- Be 16yrs of age or older.
- 40hrs of in-class training as outlined in the volunteer application package.

**Benefits you receive:**

- Enhance administrative skills
- Engage with resilient people seeking support
- Provide a sense of safety for others
- Work part of a team environment

**Our Commitment to you:**

At Anova we promise to provide a safe(r) space where you can use your skills and passions in your volunteer placement. We will ensure there is support and opportunity for learning and growth in your position. We commit to providing an experience that is mutually beneficial to both the organization and the volunteer. We promise to provide prompt response and action in any issues that impact the safety and security of volunteers.

