



Office Volunteer

Purpose

The Office Volunteer helps RAYS program and administrative staff with a wide variety of tasks in the office, at events, and in the community. We have a number of functions we want to grow, so the role can be tailored to the volunteer's interests & RAYS needs.

Projects & Ongoing Tasks

Below is a sample of what we anticipate the Office Volunteer will help with. As new agency needs develop, the Office Volunteer will likely be involved other projects.

Office Support

- Reception coverage possibly including phones
- Organizing electronic and paper files

Program Support

- Childcare at program events
- Online research

Communications, Marketing and Fundraising

- Updates marketing documents
- Community event support like resource fair tabling
- Help with donor mailings
- General Outreach including phone calls, visits, and emailing

Suggested Skills

- Passion for purposeful, mission-based work
- Reliability
- Experience working in office setting
- Understanding of MS office Suite, MS Windows
- Technical skills like graphic design, grant writing, and photography are highly desired
- Knowledge of and/or commitment to South King County communities

Commitment

We ask for a 3 month minimum commitment with at least four hours most weeks.

Location

The majority of the projects will be at our downtown location – 1025 S 3rd Street, Renton, WA 98057.

Application Process

Please email info@rays.org about your interest. You'll be asked to complete a volunteer application. We will also schedule a time for you to meet with the primary staff person you'll be supporting. Part of our volunteer orientation includes a Washington State Patrol background check.

Due to the nature of our work, we are unable to work with court ordered volunteers.