



Title/position: Office Assistant Volunteer

Description: Office Assistant Volunteers assist administrative staff with the “behind the scenes” work that keeps the shelter running smoothly. Some of the tasks they work on each week include filing paperwork, scanning documents, restocking promotional materials, entering data, and more. Specialized sub-positions are available for volunteers with specific skill-sets such as web design and photoshop.

Responsibilities:

- Filing shelter paperwork
- Making copies and scanning documents
- Organizing event bins
- Inputting data into PetPoint
- Creating informational bulletin boards
- Assisting with mailings
- Sending thank-you letters
- Keeping an inventory of supplies
- Assist with research projects

Requirements: Volunteers must be at least 16 years of age or older and possess basic computer skills. They must also be able to complete projects with minimal supervision, have an eye for detail, and be open to learning new skills. This role requires low to moderate contact with animals.

Time commitment: Volunteers must be willing and able to meet our minimum service requirement of one shift per week, at least 2 hours long, for 6 months. Volunteers must attend an orientation session to get started.

Location: Lowell Humane Society, 951 Broadway St. Lowell, MA 01854

Benefits: Make a difference in the lives of local shelter pets by helping to keep the shelter running smoothly. Learn new skills, practice skill-based volunteering, and join a network of others that share your passion.

How to apply/contact information: To apply, fill out our online volunteer application by clicking [here](#). For more information, contact the Volunteer Coordinator by emailing volunteer@lowellhumanesociety.org, or calling the shelter during regular hours at (978) 452-7781.