



# Office Assistant

## Volunteer Job Description

Lakes & Prairies Community Action Partnership, Inc. is providing tax assistance at no cost to low-income individuals and families. An Office Assistant assists the tax site coordinator by providing administrative support including filing, copying and data entry. The Office Assistant works with other Lakes & Prairies volunteers and staff at our tax site located at the Family Service Center, 715 11<sup>th</sup> Street N in Moorhead, MN.

### Responsibilities:

- Administrative support including filing, copying, and data entry
- Record statistics from tax site documentation
- Work cooperatively with other Lakes & Prairies volunteers and staff to assure the tax site runs smoothly and provides high quality service to customers
- Maintain strict confidentiality providing as much privacy as logistically possible

### Requirements:

- Attend a training session in January
- Be able to volunteer once a week from mid-January through mid-April
- Be punctual and stay for the length of the time scheduled (approximately 4 hours)
- Complete all documentation required at tax site including attendance sheet
- Give a 24-hour cancellation notice when you will be absent from a scheduled shift

### Qualifications:

- General office experience
- Enjoy working in a diverse ethnic, social, and economic environment
- Strong verbal communication skills
- Office equipment proficiency
- Excellent interpersonal skills
- Ability to work independently and as part of a team



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