



Shaping Destiny  
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[www.shapingdestiny.org](http://www.shapingdestiny.org)

## Office Assistant Volunteer Job Description

### About:

We are a small faith-based nonprofit that cares for orphans in Cameroon, Africa and develops leaders around the world. We are looking for a Volunteer Office Assistant who will work with our Program Coordinator to manage office-related projects and tasks in the Austin, TX office. This position will report to our Program Coordinator and requires a high level of organization and attention to detail. If you are looking for an opportunity to grow professionally and give back while doing so, please see the job description below to see if you might be a fit.

### Details:

- Excellent opportunity to give back and gain professional experience in the non-profit sector
- Part-time unpaid volunteer available for 5-10 hours weekly
- Must be located in Austin, TX
- Flexible office hours according to your schedule
- Potential for FT opportunity

### Key Requirements:

- Works well with team-members to get office-related tasks done in a timely manner
- Experience with MS Office suite
- Excellent organizational skills and attention to detail
- Strong ability to communicate effectively both verbally and in writing
- Personal commitment to the Christian faith, inspiring and empowering others, and to the mission of Shaping Destiny.

### Duties May Include:

- Handle administrative tasks to include but not limited to: Answering the phone and directing calls, checking and responding to Shaping Destiny emails, writing thank you letters to our donors and sponsors
- Help with the process of matching sponsors and children, creating profiles and introducing sponsors to their child/children via email
- Connect with the team in Cameroon to gather necessary updates about the children in the Shaping Destiny program
- Be responsible to ensure letters are received between sponsors and children
- Participate in the writing of newsletter content
- Help plan and coordinate upcoming fundraising events

- Conduct various research projects on donor gifts, possible opportunities to participate in fund development, etc.
- Research and gather any valuable insight on what other non-profits are doing to promote events, increase interest in their organization, build relationships in the community, etc.
- Help plan for Weekly Shaping Destiny informational recordings
- Be available to assist with other office-related tasks as necessary

### **Next Steps:**

- Learn more about Shaping Destiny and better acquaint yourself with our mission and vision. Visit <https://www.shapingdestiny.org/about/>
- Let us know about your interest in joining our volunteer team by filling out an application. You can find the link to the volunteer application at <https://www.shapingdestiny.org/volunteer/>
- We will contact you to begin the interview process and you can expect to learn more about us along the way, ask questions, and be interviewed by several Shaping Destiny team members