**Position Title:** Administrative Support

**Mission:** The James L. Goodwin Conservation Center prides itself in being a leader in conservation and environmental education. With our limited number of staff, assistance with office and administrative related jobs is essential to keep the center running.

**Location:** James L Goodwin Conservation Center

**Number of Positions:** 1-3

**Additional Trainings Required:** Yes, based on the nature of the volunteer task.

**Background Check:** No

**Responsibilities/Duties:**

* Vary depending on the task, but can include filing, database management, cataloging books or equipment.

**Duration of Service:** At least one full year commitment

**Approximate time given:** 25-100+ Hours a year

**Desired Skills or Experiences:**

* Clerical or office experience helpful
* Microsoft Word, Excel, Powerpoint
* Organizational skills

**Benefits:** The opportunity to meet like-minded people while giving back to an organization you support; Volunteer newsletters; CFPA Volunteer T-Shirt; invitations to free or discounted trainings; inclusion in volunteer recognition such as volunteer spotlight pieces; invitation to Annual Volunteer Dinner.