

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Volunteer Position: Administrative Assistant Volunteer
Reports To: Manager Information Systems and Administration
Department Accounting and Administration
Request Application: humanresources@laedc.org

Summary:

LAEDC is a public-benefit nonprofit, with a focus on advancing opportunity and prosperity for the 10 million residents of LA County. We believe that many of LA's most urgent social needs are linked to economic opportunity, now and in the future. LAEDC's collaboration with many leaders in education, business and government is a great strength that enables strategic progress on economic opportunity. By joining our team your work will have social impact.

The position interfaces with all levels of LAEDC personnel, Board Members and the general public. Volunteer role may assist with the main reception area, incoming telephone calls and conference room scheduling. Volunteer activities may include clerical support for the Accounting & Administration Department, including filing, supplies inventory and ancillary support to the department. This is a volunteer position and is unpaid.

Volunteer Activities

- Reception Lobby – May assist with answering a multi-line telephone system, taking accurate messages, and transferring calls to appropriate individuals in an efficient and professional manner
- Conference Rooms – Reception area and guest services, including a conference room schedule for office meetings, events, appointments, RSVPs, conference lines, lunch and refreshments as requested
- Deliveries - Receive and sign for packages and disseminate to individuals promptly
- Break Room –Inventory and ordering process
- Office Supplies - General office supplies for the company, inventory and ordering process
- Accounting Support – Support for general clerical and filing functions

Competency:

To perform the volunteer activities successfully, an individual should demonstrate the following competencies:

Interpersonal - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions. Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

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