

# Help our administration staff with managing the business end of running a Hawaii non-profit 40 years strong.



## Volunteer Opportunity #1: General Office Support

### Schedule:

- Morning shift, Monday Thru Friday, 9:00 a.m. – 12:00 p.m.
- Afternoon shift, Monday Thru Friday, 1:00 p.m. – 4:00 p.m.

### Locations:

- Administrative Offices, Women's Shelter – [546 Kaaahi Street, Honolulu, HI 96817](#)

### Volunteer's Role:

- Work with IHS administrative staff to manage the business side of a Hawaii non-profit organization to indirectly support the clients we serve with general office duties including copying, scanning, filing, and organizing documents.
- Volunteers will learn how an office setting works, gain insights to the business operations of a non-profit organization, and work in our Executive Administrative, Development, Finance, or Volunteer Management area.

### Additional Requests / Commitment:

- We ask that volunteers have a willingness to learn and work in an office setting. You will be adequately trained on the tasks with supervisor to answer your questions and we ask for a minimum three month commitment.
- We are a qualified college certification program to sign off on community service hours and practicum hours for students seeking scholarships and graduation requirements.
- We ask you have competent computer skills and that you respect our policies on handling confidential information. No experience required but having worked in an office setting or going to school in a related field is preferred.

## **Volunteer Opportunity #2: Data Input and Information Management**

### **Schedule:**

- Morning shift, Monday Thru Friday, 9:00 a.m. – 12:00 p.m.
- Afternoon shift, Monday Thru Friday, 1:00 p.m. – 4:00 p.m.

### **Locations:**

- Administrative Offices, Women's Shelter – [546 Kaaahi Street, Honolulu, HI 96817](#)

### **Volunteer's Role:**

- Assist IHS development team with data inputting and our Raisers Edge data base which houses all our donor and volunteer relationships and is vital to maintaining and building new and existing partnerships.
- This is a great opportunity to be in an office setting and learn Raisers Edge and how it ties into the organization's overall development plan.

### **Additional Requests / Commitment:**

- We ask that volunteers have a willingness to learn and work in an office setting where a supervisor will be training you on Raisers Edge. Due to the time and training investment, we ask for at least a minimum three commitment.
- We are a qualified college certification program to sign off on community service hours and practicum hours for students seeking scholarships and graduation requirements.
- We ask you have competent computer skills and that you respect our policies on handling highly confidential information. No experience required but having worked in an office setting or Raisers Edge experience is preferred.

**To sign-up for this or any volunteer opportunity, click on the volunteer application link to the right.**