



Planned Parenthood Columbia Willamette

VOLUNTEER DESCRIPTION

Planned Parenthood Columbia Willamette

TITLE: Administrative Support Volunteer	LOCATION: Flanagan Regional Service Center(FRSC)
REPORTS TO: Volunteer Engagement Manager	LAST REVIEWED: 2/8/24

Position Summary

This role supports PPCW’s administrative teams housed in the Flanagan Regional Service Center located in Northeast Portland. The Administrative Support Volunteer aids PPCW’s teams in their day-to-day operations through clerical support as well as assistance with special projects. This position helps to extend PPCW’s resources to better support the needs of our patients and community.

Essential Functions

Office Support:

- Receive and process mailed items
- Assist with mailing items, which requires folding, stuffing, sealing, and stamping
- Organizing supplies for various teams as needed
- Data entry and filing
- Provide support with special projects

Qualifications, Competencies, and Skills

Required Qualifications:

- Must be detail-oriented and organized
- Experience with Microsoft Office
- Must be able to provide proof of COVID-19 vaccination or proof of exemption for medical or religious reasons

Preferred Qualifications:

- Experience with making calls and communicating clearly with people from a variety of backgrounds
- Experience using office supplies (i.e. printers, scanners, fax machines, etc.)

Physical Requirements:

- Ability to volunteer at least two 2-hour shifts per month for 6 months
- Must be able to remain in a stationary position for 40% of the time or more
- Transport self to and from FRSC for volunteer shift

In This Together Workplace Values

We practice accountability	We take personal responsibility for the quality and timeliness of work and we accept responsibility for mistakes and identify ways to improve. We communicate expectations of others clearly and directly and we comply with established policies, rules, and workplace expectations.
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We tend to the team	We build positive working relationships, practice kindness, appreciate individual contributions, give encouragement, have open conversations, communicate, and invest in team building.
We respect and honor all people	We make meaningful connections, seek out and learn different perspectives, acknowledge and check our own biases, recognize harmful behaviors, challenge inequities, and practice gestures of inclusion.
We jump in	We pay attention to tasks that need to be completed, ask before we contribute, consider whether we are the best person to jump in/out, and we are mindful of stigmas that others may face.
We try and we learn	We keep up to date on and apply best practices and research from our professional fields and we take time to reflect on and capture what is learned during our work experiences and apply this new learning. We establish measures of success up front, and we ask about and create room for dissent.
We care for our business	We discuss the business and financial aspects of PPCW, discuss cost-saving and revenue-generating strategies with each other, practice compliance by conducting business in an ethical and legal manner, avoid conflicts of interest, and we speak up and report concerns.
We return to our mission	We ensure our activities and priorities are aligned with the mission, we reflect on PPCW's mission and our contributions to it, we prioritize self-care, and we acknowledge when Planned Parenthood and our values are under threat in our local and/or national communities.

I have read and understand my volunteer duties as described above. I agree to accept the responsibilities and duties as outlined and I will perform these duties to the best of my knowledge and ability.

Volunteer Name **Volunteer Signature** **Date**

Supervisor Name **Supervisor Signature** **Date**