

Volunteer Role

Office Assistant



Disability Network Northern Michigan (DNNM) volunteers are responsible for representing DNNM and upholding our mission by raising awareness and impacting communities in our seventeen county service area through outreach, education and advocacy.

Primary Function

To assist DNNM office personnel.

Accountability

Director Organizational Advancement

Responsibilities

- Attend a volunteer orientation.
- Online research and data entry into DNNM database.
- Assist staff with filing and organizing data.
- Assist in answering phone calls and helping with office walk-ins.
- Assist staff with special mailings and office projects as needed.
- Communicate weekly or when appropriate with DNNM staff member.
- Attend additional volunteer training/meetings when needed.

Qualifications

- Communicates clearly.
- Ability to problem solve.
- Outgoing personality.
- Reliable and responsible.

Length of Term

This will be determined on the DNNM Volunteer Agreement form.

Building Communities that Work.