



Mailings Assistant

POSITION TYPE: Voluntary

POSITION REPORTS TO: Community Programs Manager

POSITION SUMMARY: Mailings Assistants help process mass mailings for the organization. GMHS mails event invitations and quarterly fundraising appeals. Each mailing can mean processing 5,000-10,000 pieces of mail. All mail processing is done on-site at the GMHS facility; volunteers are not permitted to take mail home to process.

- Repetitive administrative work.
- Able to follow written and oral instruction.
- Serve as a respectful, professional representative of GMHS.
- Excellent organizational skills are a plus.

POSITION SPECIFICATIONS:

Volunteer must have the ability to interact with staff and other volunteers in a courteous and respectful manner. He/She must also have the ability to communicate well and follow directions with minimal supervision. He/She must be willing to sit for long periods of time and perform low-key, repetitive administrative work.

TRAINING REQUIRED:

- No training required; instructions will be provided for each individual mailing.

WORKING CONDITIONS:

Work is office based and subject to long periods of sitting. Subject to paper cuts.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Regular lifting up to 10 lbs, and infrequent lifting to 35 lbs. Frequent sitting; occasional, bending, and stooping.

TIME COMMITMENT:

A commitment of assisting with at least four mailings a year is required. Dates/times vary depending on mailing needs.