



## **Administrative Assistant Volunteer Services Part Time – Oshkosh**

This position will support the Volunteer Services Department working with the ADVOCAP Volunteer Transportation Program in Winnebago County.

### **Responsibilities Include:**

- Organize, schedule and coordinate volunteer drivers with transportation requests from Winnebago County Health and Human Services and Veteran Services
- Organize, schedule and coordinate volunteer drivers to deliver food from area food pantries to older adults and/or those with disabilities
- Create and maintain efficient systems for files, records, and procedures for the ADVOCAP Volunteer Transportation Program
- Verify and bill for mileage reimbursement
- Perform clerical and/or receptionist duties as needed and assist in carrying out special assignments and projects

### **Job Requirements:**

- Effective communication skills with the ability to understand and relate to the special needs of low-income people and older adults
- Organized with efficient work habits
- Proficient with word processing, spreadsheet and data management programs
- Ability to operate various pieces of office equipment
- Willingness and ability to perform a wide variety of tasks as needed

This part time position is for 22 hours a week. Minimum hourly wage is \$16.05/hour with paid vacation, sick and holiday time as well as 401k Retirement benefits.

Resumes with cover letters will continued to be received until position is filled.

Submit to:  
ADVOCAP Inc.  
Human Resources  
PO Box 1108  
Fond du Lac, WI 54936-1108  
or Fax 920-922-7214  
or Email to [hr@advocap.org](mailto:hr@advocap.org)

<http://www.advocap.org>

AA/EOE