

# Keys To Freedom

## Administrative Assistant

### ROLE INFORMATION

**POSITION TYPE:**  Volunteer  Full Time  Part Time

**TEAM:** Keys To Freedom

**SUPERVISOR:** Keys To Freedom Coordinator

**TIME COMMITMENT:** 3 hours per week, varies

**IN-OFFICE/REMOTE:**  In-Office  Remote

### RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

### GENERAL ROLE DESCRIPTION

The Keys To Freedom (KTF) Administrative Assistant role is to provide general administrative support to the KTF Coordinator. This role can be fulfilled remotely, but you are always welcome to work in the Resource Center if you like. The hours per week will vary, starting out light then increase to, but not exceed 3 hours per week as we near the event November 4, 2022. KTF season runs May through Nov 4, 2022.

### RESPONSIBILITIES

- Send emails and follow up emails to key volunteers
- Make occasional phone calls
- Pick up orders at local print shop
- Proofread various documents
- May be asked to research items specifically related to Keys To Freedom event

### QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app (Slack)
- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual
- Be available through the Keys To Freedom season, May through November 4, 2022 (obviously other obligations, vacations, trips aside)