

2023 Gala

Administrative Assistant

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Gala

SUPERVISOR: Gala 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 Gala) Administrative Assistant role is to provide general administrative support to the Gala 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 increasing to, but not to exceed 3 hours per week as we near the event November 17, 2023. Gala season runs May through Nov 17, 2023.

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 Gala

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 Gala season, May through November 17, 2023 (obviously other obligations, vacations, trips aside)