

Admin Assistant - Awareness Coordinator

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Awareness

SUPERVISOR: Awareness Coordinator

TIME COMMITMENT: 6-8 per week

IN-OFFICE/REMOTE: On Site Remote (both options available)

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

Assist the Awareness Coordinator with general administrative tasks

RESPONSIBILITIES

- Monitor email and Slack messages, responding or forwarding as appropriate
- Help schedule interviews
- Assist managing correspondence with prospective and existing volunteers in a timely manner
- Assist Awareness Coordinator with schedule and efficiency

QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age Must be willing to use own cell phone, computer, and transportation
Help schedule interviews
- Must download and use the Reset180 communication app 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