



## Hawaiian Humane Society

People for animals. Animals for people.

### **ADVOCACY OFFICE VOLUNTEER**

**Value of this position:** Are you a whiz on a PC? Do you like to work on different projects from day to day but also enjoy completing essential tasks on a regular basis? Do you love animals but maybe don't want such an (ahem) "hands on" job here at the Hawaiian Humane Society? If so, you could be the go-to gal or guy for our Community Outreach Coordinator! Be responsible for answering emails, checking voicemails, drafting letters, coordinating meetings, and much, much more.

**Time commitment:** 2 -3 days a week for a minimum of one year

**Supervision:** Report to Natalie Lukashevsky, Community Outreach Coordinator

#### **Prerequisites/ Necessary Skills:**

1. Completion of General Volunteer Orientation
2. Must have great written and verbal etiquette
3. Must have great attention to detail
4. Must have general office skills and extensive computer skills, working knowledge of Microsoft Word, Excel, the Internet