

## Administrative Volunteer

Muscular Dystrophy Canada (MDC) is currently recruiting an administrative volunteer.

### ROLE:

Work with MDC team members to ensure effective and efficient administrative support is provided.

### HELP US TO:

- Support Canadians affected by neuromuscular disorders to participate fully and equally in society and live their best lives on their own terms
- Ensure effective delivery of mission, fundraising, and operations of the organization through a range of administrative and office support functions

### ARE YOU?

- Organized
- A good communicator (verbal & written)
- A team player
- Able to work independently
- Reliable
- Able to follow directions and work independently
- Detail oriented and committed to meeting deadlines
- Able to adapt to shifting priorities and manage multiple deadlines
- Able to problem-solve in a fast paced work environment
- Knowledgeable of Microsoft Office programs, including Outlook, Word, and Excel
- Interested in working with a variety of people in a diverse community
- Committed to the confidentiality of all records, business and intellectual property
- Courteous and personable when dealing with the public



# Volunteer Profile

## KEY RESPONSIBILITIES:

Provide administrative support, including but not limited to:

- Making phone calls to stakeholders
- Photo copying
- Data entry
- Preparing mailouts
- Scanning and printing

## TIME COMMITMENT:

- Minimum commitment of 4 hours per week

## How to Apply:

Submit a CV/resume to [volunteer@muscle.ca](mailto:volunteer@muscle.ca)

MDC is committed to being an equitable organization and strongly encourages people from equity seeking groups to apply.

MDC is committed to accommodating applicants with disabilities within our recruitment processes.

Please contact the Volunteer Engagement department at [volunteer@muscle.ca](mailto:volunteer@muscle.ca) if you require accommodation.