



SWVA MRC Office Assistance

Goal/Mission:

To provide administrative support to the SWVA MRC Unit Coordinator on a regularly scheduled basis in the Washington County Health Department.

Responsibilities:

- Answer ALL alerts received from VVHS
- Assist Unit Coordinator with a variety of administrative responsibilities, including, but not limited to, posting mail, making copies, preparing materials for community events, preparing quarterly certificates
- Assisting with inventory management in the office and in the equipment shed
- As necessary, email/phone/text volunteers
- Keep Unit's Google Calendar up-to-date
- Manage the Hours and Responsibilities responses in VVHS
- Document all personal hours in [SWVA MRC Hours and Responsibilities](#)

Desired Results: To establish a regular schedule and routine for administrative support to the Unit Coordinator.

Expectations: Provide on-going and regular support to the Unit Coordinator

Qualifications:

- Approved member of the SWVA MRC
- Fluent with computer use, including Microsoft package. Willing to learn Google platform and other applications
- Fluent with texting and mobile phone use
- Ability to schedule regular weekly hours in 3-month increments

Time Commitment: This may vary dependent upon time of year. Typically 4 – 8 hours per week

Location/Site: Washington Co. Health Department, 15068 Lee Highway, Bristol, VA/optional remote

Supervision and Support: SWVA MRC Unit Coordinator

Benefits: Build administrative skills; provide much needed assistance to local MRC Unit; pride of work; volunteer management

7/13/23