

Volunteer Position Description: Administrative Assistant

Position Overview

Humane Action Pittsburgh (HAP) is seeking a volunteer to assist leadership on a regular basis with research, communication, education, etc. HAP is a fully volunteer-run organization, and our members provide a powerful voice for legislation, personal health, and personal activism.

Duties and Responsibilities

- Assist leadership with duties as needed
- Weekly check-in meetings with leadership
- Respond to HAP leadership emails and calls within 48 hours
- Be prepared and on-time for meetings and events
- Share and support HAP's mission and core values; adhere to HAP's policies
- Other duties as needed

Training Requirements

Training on HAP's values and policies.

Skills and Qualifications

- Excellent communication skills – both verbal and written
- Research capabilities
- Excellent organizational skills
- Technology and ability to attend meetings both in person and online
- Ability to meet deadlines
- Ability to present yourself in a friendly, professional, and non-partisan manner
- Ability to work independently, follow and give instructions, and meet deadlines
- Working knowledge of Google Drive, or a willingness to learn

Time Commitment Required

2 – 3 hours per week

Location

Location varies; typically within the City of Pittsburgh. Much of the work can be done remotely.

Dress Code

Professional dress required for meetings. If attending an informal event, volunteer must purchase a HAP or NPP t-shirt at cost.

Benefits to the Volunteer

- Put your skills to work helping further animal protection
- Know you are making a difference in reducing the suffering of animals, improving the health of the general public, and saving the environment for future generations
- Opportunity to meet new people and network with community members and volunteers
- Be a valued HAP team member
- Build your resume
- Gain real world experience while helping animals

Supervisors

Natalie Ahwesh, Vice President

Brian Bonsteel, Founder and President

What Volunteers Can Expect From HAP

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input