



Office Assistant

Deep Roots works with children, who are disconnected through homelessness or other similar marginalization. We are looking for a friendly volunteer to answer phones, take messages, answer questions, and do light office work.

Duties:

- Answer telephone, take messages, answer questions.
- Light office work: typing, organizing.
- Help with tasks related to the Deep Roots Newsletter.
- If necessary, help with database input.
- Be a friendly face for Deep Roots, Inc.

Qualifications:

- Enjoy taking phone calls.
- Friendly & personable.
- Responsible & reliable.
- Enjoy answering questions and finding answers.

Benefits:

- Meet new people and gain new experiences.
- A sense of pride and accomplishment for helping those less fortunate.
- Giving back to your community.
- Join us for lunch 12-12:45.

We are flexible with scheduling, just let us know when you're available.

To get started, please fill out our application at <https://www.volgistics.com/ex/portal.dll/ap?ap=1591798508>

If you have questions or would like more information, email volunteer@deeproootsinc.org or call (302) 588-2159.