



Volunteer Job Description

Job Title:	HR Assistant/Volunteer Manager
Department:	Human Resources
Location:	Bay Area or Virtual, within the US
Time Required:	5-7 hours/week

Job Description

Position overview:

Asante Africa Foundation is seeking a HR Assistant Volunteer to support our work and gain experience in nonprofit HR and Volunteer management. The HR Assistant Volunteer will be responsible for managing the HR database and email correspondence and will be assisting the Volunteer Management team with the logistics. This is a great opportunity for someone looking to gain substantive experience in the ever-changing field of human resource management and to be part of a small, dedicated, and team.

Candidates will demonstrate experience managing multiple tasks while having a keen attention to detail and must be a self-starter with the ability to work independently and as part of a team. This volunteer must uphold confidentiality at all times.

Duties and Responsibilities include, but not limited to:

- Responding to emails/applications in 1–2 business days.
- Facilitate recruitment efforts including but not limited to preparing job descriptions, screening applications, maintaining volunteer information and volunteer files in the database management system, and conducting volunteer orientations.
- Data entry on Salesforce and maintaining and updating volunteer spreadsheet.
- Attending team meetings/calls.

Qualifications:

- Must be professional and detail oriented.
- Must be able to uphold confidentiality at all times.
- Must possess excellent writing and communication skills.
- Must be a team player.



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- Must possess strong organizational, time management, and prioritization abilities.
- Experience in Microsoft Office such as MS Word, and Excel.
- Experience in databases such as Salesforce desired.
- Experience in customer service desired.
- A degree/experience in management/business or any related area.

ASANTE VOLUNTEER POSITION NOTES:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so

Have a very high level of personal and professional integrity and trustworthiness

Have a strong work ethic, take initiative, and require minimal direction

Work well independently as well as part of a team

Thrive in a fast-paced and fun environment

Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa

Be part of a highly-motivated nonprofit organization run entirely by volunteers

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization

Have the opportunity to see your ideas and contributions implemented

Build your resume and gain references for future employment opportunities

Compensation: This is an unpaid, volunteer position. The position is part-time with an expectation of 5-7 hours of work per week.

Owner:	Soumya Radhakrishnan	Date:	November 13, 2018
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