



## VOLUNTEER OPPORTUNITY **Administrative Assistant**

Aspen is looking for a volunteer to provide administrative support one to two days a week at the Aspen office in the NE of Calgary. 4 - 8 hours a week.

The successful volunteer will possess:

- Strong organizational skills
- Strong communication skills
- Good interpersonal skills are required
- Flexibility to function within an organization of over 100 employees
- Strong telephone skills
- Attention to Detail
- Computer Skills with Windows is desirable
- Working knowledge of the internet and the web

Training:

- Police check and IRC to be completed by Aspen

Start Date: ASAP

Send Cover Letter & Resume to:

Nancy Bilodeau-Cogger, Volunteer Coordinator  
Aspen Family and Community Network Society

Unit 13, 2115 – 27th Avenue NE

Calgary, Alberta T2E 7R1

Phone: 219-3477

Fax: (403) 250-9420

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