



VOLUNTEER OPPORTUNITY
Administration Assistant (May 20 to 23)
Temporary Full Time

Position Summary:

Aspen is looking for a volunteer to answer phones for the week of April 21 to 25 and provide administrative support at the Aspen office in the NE of Calgary. Times would be daily from 8:30 to 4:30.

Responsibilities:

- Answering phone calls and transferring them to the appropriate program
- Greeting walk in clients
- Providing administration assistance to staff

Qualifications:

- Confident and comfortable on the phone
- Good organizational skills
- Administration skills are an asset
- Strong computer skills
- Police Check, Intervention Record Check

Send resumes to:

Melanie Dekker
Aspen Family and Community Network Society
Unit 13, 2115 – 27th Avenue, NE
Calgary, Alberta T2E 7R1
Fax: (403) 250-9420
E-mail: mdekker@aspenfamily.org

To learn more about Aspen, please visit our website at www.aspenfamily.org

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