

Role Title:	Admin Volunteer
Where:	The Nishkam Centre, Birmingham
When:	To start Jan 2013
Commitment:	Flexible hours (agreed with the volunteer mentor)
Your duties may include:	<p>As an Admin volunteer you will cover various duties at the Nishkam Centre. The following are just a few examples.</p> <ul style="list-style-type: none"> - Assisting at Reception - Filing - Photocopying - Assisting the projects team - Updating databases - Maintaining noticeboards - Assisting various teams at the centre (finance, IT, Education, fundraising etc) - Marketing and PR - Helping with advertising - Attending internal and external events
Skills/qualifications you need:	<ul style="list-style-type: none"> - good I.T. skills - Good communication skills - Good telephone manner and organisational skills - You should be able to work as part of a team and on your own initiative - Good time keeping skills - Good numeracy and literacy skills
Benefits for you:	<ul style="list-style-type: none"> - You will be volunteering on projects alongside other experienced volunteers and staff which will help you grow your expertise and skills - You will be invited to various events, concerts and exhibitions as part of your role at the centre - You will have access to the latest IT and health/fitness equipment - you will be able to enrol on various courses/classes running at the Nishkam Centre
Commitment	Flexible, to be discussed with your volunteer mentor
For more information, contact:	The Nishkam Centre 0121 515 4229