

General Office Assistant Position Description

Thank you for your interest in volunteering with the International Essential Tremor Foundation. Please read through this position description to get a better understanding of the responsibilities, qualifications and benefits of IETF volunteer service. Call the IETF Support Group Liaison with any questions, 888.387.3667.



IETF Office Support

The International Essential Tremor Foundation is a 501(c)(3) not-for-profit based in Overland Park, Kansas with a mission to provide global educational information, services and support to those affected by essential tremor, their families and to health care providers, while promoting and funding research.

IETF General Office Assistants are self-motivated and passionate individuals who serve as volunteers of the IETF in the IETF office, located in Overland Park, Kansas.

General Office Assistant works with the IETF Staff:

- To increase awareness about ET throughout the world
- To increase office productivity

Responsibilities:

- Volunteer for at least three (3) hours per month for the term of one (1) year.
- Assist in putting together information packets, event information and member mailings.
- Make follow-up calls to active Support Group Leaders and Community Ambassadors.
- Enter member and event data into the IETF database accurately.
- Other duties based on skill level, as assigned.

Qualifications:

- Desire to help educate others about essential tremor.
- Understanding of office equipment (i.e. copy machine, fold & seal machine, telephone and computer).
- Experience with data entry, a plus.
- Ability to communicate with diverse groups of individuals, regardless of age, race, ethnicity, income, religion or political affiliations.

Reports To:

Membership Coordinator

Benefits:

- Waiver of annual membership fees.
- Opportunity to work in a positive and up-beat environment.
- Tax deduction for mileage and expenses, as allowed by law in your state.
- Volunteer recognition program for milestones and achievements.

Application Process:

Here are the steps to becoming an IETF volunteer:

1. Review position description.
2. Complete and submit application for volunteer service.

Once your application has been approved, there are only a few more steps:

3. Complete and submit Waiver of Liability form and personal interest survey.
4. Schedule your first volunteer day.

Completed application must be submitted to the Support Group Liaison by mail or email rebecca@essentialtremor.org. Please allow 48 hours for review.

*The man who gives little with a smile gives more
than the man who gives much with a frown.*

-Yiddish Proverb