



Southern Caregiver Resource Center

Caring for those who care for others

VOLUNTEER ANNOUNCEMENT

Office Assistant

ORGANIZATION

Southern Caregiver Resource Center (SCRC) is a private, non-profit social services agency that has been offering free services to family caregivers of adults with chronic and disabling conditions since 1987. With a team of highly-qualified, professional staff, SCRC supports families through a full range of programs and services such as Specialized Information, Family Consultation/Case Management Services, Respite Care, Short-term Counseling, Legal/Financial Consultation, Education and Training, Support Groups, Employer Resources and evidence-based programs such as REACH2Caregivers/CALMA, Operation Family Caregiver, and SHARE.

RESPONSIBILITIES

The Office Assistant Volunteer supports SCRC's mission by performing a variety of tasks including filing, providing back up to Administrative Assistants by answering phones and directing calls, calling event registrants to confirm attendance, assisting with bulk mailings, entering attendance rosters onto mailing lists, and other duties as assigned.

QUALIFICATIONS

- Excellent interpersonal skills and the ability to interact effectively and professionally with a variety of staff, clients, collaborative partners and community professionals and represent the program to clients and the public, both in person and over the phone.
- Be self-directed, willing to take initiative, and detail-oriented.
- Computer literacy and ability to utilize Microsoft Word, Excel and Outlook.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally required to stand, walk or sit for long periods of time. The employee may occasionally lift and/or move up to 10 pounds.

APPLICATION PROCESS

Email inquiries to Kami Shevlin, Director of Administrative Services, at kshevlin@caregivercenter.org

While each department has their specific roles, our staff prides itself on working together to support the whole agency. Come be a part of a team where you can take pride in knowing that you are making a difference in our community and the people we serve!

San Diego Office: 3675 Ruffin Road, Suite 230 • San Diego CA 92123

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