

Maximum Accessible Housing of Ohio Clerical Volunteer Position Description

POSITION SUMMARY

Clerical volunteers assist Maximum Accessible Housing of Ohio (MAHO) staff members by performing clerical duties, answering the phone, and filing and organizing. This volunteer position works as a team with the entire MAHO staff to facilitate the mission to provide and promote accessible housing solutions for people with physical mobility disabilities.

POSITION RESPONSIBILITIES

Routine Tasks

- Answer incoming phone calls and respond to and direct calls properly.
 - Send tenant applications as requested.
 - Refer tenants and callers needing assistance to appropriate agencies/staff.
- Check and distribute mail; send outgoing mail.
- Assist with managing office supplies.
 - Take regular inventory.
 - Order supplies as necessary.
- Assist staff with clerical tasks including faxing, copying, filing, and mailings.

Application Processing

- Mail applications as requested.
- Copy and file applications and other related material.
- Follow all appropriate HUD and Fair Housing regulations in this process.

Other Responsibilities

- Process paid bills by mailing checks and filing invoices.
- Assist in the planning and preparation of events.
- Interact appropriately with tenants of MAHO properties.
- Refer tenants to appropriate staff members.

POSITION REQUIREMENTS AND DETAILS

Hours

- Hours are flexible based on schedule.
- Volunteers must commit to working at least one day per week for at least a three-hour shift between the hours of 10:00 am and 3:00 pm.

Position Skills and Requirements

- Organized, detail-oriented person with the ability to multi-task.
- Ability to work with a wide variety of people.
- Computer skills including Microsoft Office and online.
- Must be at least 18 years old and able to pass a background check.

Interested? Email your resume to Mike Merker at info@mahohio.org.