GESHER HUMAN SERVICES VOLUNTEERS

MAKE A MEANINGFUL IMPACT ON OUR COMMUNITY AS AN

ADMINISTRATIVE SUPPORT AIDE

GESHER'S MISSION

Gesher Human Services is a bridge to hope and opportunity for people at home, at work, and in the community.

About the Administrative Offices

Gesher's administrative offices serve as the agency's central hub for operations and support functions. This is where staff handle essential behind-the-scenes work such as finance, human resources, volunteer coordination, fundraising, communications, and general management. These offices ensure Gesher runs smoothly, complies with regulations, supports program staff, and manages the resources needed to carry out our mission.

Our administrative offices are located at the Rose & Sydney Diem Building, Second Floor, 29699 Southfield Rd., Southfield, MI 48076

About This Volunteer Opportunity

As a volunteer Administrative Support Aide, you will contribute to smooth and efficient office operations, helping to ensure that Gesher can focus its resources on serving the community. This is an **on-call role** that supports Gesher's administrative offices with special projects such as filing, data entry, organizing materials, preparing mailings, answering phones, and more. This role is ideal for someone who has a flexible schedule and is detail-oriented, organized, and comfortable working in a professional office environment.

What we ask of you in this role:

- Utilize a database to enter, update and retrieve data and provide selected information/reports.
- Prepare letters, invoices, schedules, fundraising materials, and other documents as assigned for mailing.
- Perform general clerical functions such as operating a copy machine, collating and assembling materials.
- Act as a positive role model for participants, staff, and fellow volunteers while embodying Gesher's mission and core values.

You might be a good fit for this role if you:

- Are 18 or older.
- Have a flexible schedule with weekday availability.
- Have some experience in an office setting.
- Have a willingness to help with a variety of projects.
- Have basic knowledge of databases and cloud-based software.
- Knowledge of DonorPerfect a plus.
- Light to moderate lifting may be required.

We are currently looking for a volunteer to help update donor records at least twice a month on Friday mornings.

Get Started Today!
Go to https://tinyurl.com/geshervolapp or scan the QR code to fill out a volunteer application.

For more information and/or questions, please contact:
Mark Osborne, Volunteer and Engagement Coordinator,
mosborne@geshermi.org | 248-233-4213

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