



THE BOOK BUS

Improving children's lives one book at a time

Office Assistant Volunteer position: October 2015

We are currently looking to recruit a volunteer to help out with our day to day office systems and admin work. The role will include:

- Database entry
- Creating and updating spreadsheets
- Assisting with processing donations
- Sending and updating correspondence to donors
- Assisting with events admin
- Assisting with some accounts processing

The position would suit someone looking to develop their administration skills, learn more about the running of a UK charity or who has office experience and looking to volunteer some time. Ideally we are looking for someone to join us once a week but are flexible, and the role is potentially ongoing.

If you are interested in the position or would like more information please contact me at: victoria@thebookbus.org 020 80999 280