

volunteer for us!

Administrative Assistant

This role involves supporting our Support and Project teams' administrative staff by answering the phone, responding to queries, word processing and scanning documents. You'll also assist with organising meetings and training, booking rooms, organising refreshments and taking meeting minutes if required.

Are you pro-active, reactive and able to take your own initiative? Do you have good communication and interpersonal skills? Know how to use Microsoft Office and Outlook? And what about your attention to detail? We love precision and accuracy! **Can you practice confidentiality and deal sensitively with the public?** If this sounds like you, please get in touch! *

By volunteering at SATEDA, you will...

- »» **Gain experience and transferable skills**
- »» **Enhance your CV**
- »» **Meet new people**
- »» **Build on your confidence and self esteem**
- »» **Develop a sense of purpose & play a part in dismantling systemic gender inequality**



Please join us in supporting women and children in our community who are escaping and recovering from domestic abuse. Register your volunteering interest on our website www.sateda.org or contact our main office on **01795 417251**. We need your communication skills!
***This role may require a DBS check.**