



Friends of King William Animal Shelter

Role: Volunteer Administrative Assistant to The Board Secretary

Overview:

Support our nonprofit by managing donation correspondence and assisting the Board Secretary. This is a flexible, remote-friendly role averaging **12 hours per month**.

Key Responsibilities:

- Handle donation correspondence: send letters or emails (when provided) to donors, with templates provided. Occasionally, a personalized thank-you may be appropriate.
- Monitor a dedicated email account for online donations and coordinate with the Treasurer to verify donor information.
- Enter donor and acknowledgement information into an Excel spreadsheet.
- Maintain organized files and documents, either in hard copy or via Google Drive, as directed by the Secretary or Treasurer.
- Attend quarterly board meetings (Monday or Wednesday, 2–5 PM) when possible.
- Additional duties as needed.

Requirements:

- Strong written and verbal communication skills.
- Access to a personal computer and printer.
- Proficient in MS Word and Excel; Google Drive experience is a plus.
- Reliable and detail-oriented.

[Reach out to join us today: info@fokwanimalshelter.org](mailto:info@fokwanimalshelter.org)