

FRONT DESK AND ADMINISTRATION - VOLUNTEER

OUR MISSION

The Alliance for South Asian AIDS Prevention (ASAAP) is committed to providing health promotion, care, and support for self-identifying South Asians living with, at risk of, or affected by HIV/AIDS. To learn more about ASAAP, please visit our website at www.asaap.ca

JOB DESCRIPTION

We are seeking dynamic and passionate volunteers to join team ASAAP. The Front Desk and Admin Assistant will assist overall office coordination, greeting visitors, and connecting to designated extensions, and other day to day administrative support.

QUALIFICATIONS AND SKILLS

We are looking for volunteers who **self-identify as South Asian with diverse gender and sexual identities** and who possess two or more of the following qualifications and skills:

- Excellent verbal and written communication and strong interpersonal skills
- Basic administrative knowledge; including telephone, fax, e-mails, photocopying, MS Office, records maintenance, data entry
- Basic knowledge on office management and procedures
- Knowledge of HIV and other STIs, and an ability to place that knowledge within a risk reduction framework
- Ability to maintain confidentiality
- Ability to work under pressure with or without supervision
- Warm, friendly, open personality
- Professional, responsible, punctual and reliable
- Non-judgemental and able to work in a diverse environment
- Works well in a structured environment
- Fluency in languages other than English preferred (Knowledge of South Asian languages is an asset)

RESPONSIBILITIES

- To provide administrative and clerical support to the Program Assistant
- To greet visitor and direct people to appropriate ASAAP staff
- To draft correspondences on behalf of staff
- To monitor, maintain and organize office supplies and stationery
- Distribute incoming mail and process outgoing mail
- Respond in a timely fashion to correspondences from staff
- Incorporate feedback from the Program Assistant into the work

TRAINING REQUIREMENTS

1. Volunteer Core Skills Training
2. Admin Volunteer Training
3. On-the-job training

BENEFITS

Volunteers will receive ongoing support and supervision, letters of reference, opportunities for knowledge transfer, invitations to volunteer appreciation events, occasional complimentary event tickets, and awards. Volunteers will also receive more than 20 hours of training on sexual health issues affecting South Asian women in general and Tamil women, and skills used in working with these women to promote health and reduce the risk of HIV and STI transmission. TTC Tokens are also provided to volunteers.

TIME COMMITMENT

Minimum of 2 shifts, 1.5-2 hours each per month for 6 months.

“South Asian” is a broad term loosely referring to people who have migrated from, or have ancestry from, countries in the region of Southern Asia including but not limited to: Bangladesh, Bhutan, India, Nepal, Pakistan and Sri Lanka. We encourage and welcome applications representing the vast diversity in our collective communities through language, immigration status, HIV status, gender identity, sexual orientation, diaspora, class, ability and lived experiences. We are committed to accommodating people with varying needs.

Apply by sending a résumé and cover letter to:

Ranjani Venkataramani

Program Assistant

info@asaap.ca

(416) 599-2727 ext. 221