

## Volunteer Position Description ***Brain Injury Connection (BIC)***

**Position Title:** Administrative Assistant

**Supervisor(s):** Board Chair & Secretary

### **Worksite:**

The **Administrative Assistant** takes minutes at meetings arranged at accessible locations and may work on some administrative assignments from their home. Must be accessible via phone and have access to a computer at least 3 times a week to communicate with the **BIC** Team.

### **Importance of job to the organization/clients:**

This is an opportunity to use your administrative skills to assist a brain injury organization help those whose lives have been affected by brain injury.

### **Time Frame:**

We need a commitment of approximately 2-4 hours per week initially. The **BIC Team** and volunteer will coordinate a work schedule that accommodates both the **BIC Team** and Volunteer Administrative Assistant.

### **Position Summary:**

The **Administrative Assistant** works closely with the **BIC** Team and includes the Board of Directors, Advisory and Honorary Boards, Executive Director, Program Managers, the **BIC** publication's Medical & Legal Advisory Boards, editors, columnists and volunteers.

### **Major Responsibilities include:**

1. Transcribing and distributing meeting minutes, including **BIC** Board of Director meetings.
2. Any additional administrative duties related to developing the **BIC** organization.
3. Assisting in the development of a paid Executive Assistant's Job Description when feasible.

### **Qualifications:**

- Self motivated, organized, and works well without supervision.
- A team player; ability to establish and maintain effective working relationships.
- Excellent communication and writing skills.
- Interest in working with people with people affected by acquired brain injuries and the professionals who help them in their recovery.

### **Training/Preparation:**

1. Orient volunteers to the **BIC** organization; introduce to staff, board of directors, medical and legal advisory board and columnists.
2. Provide a packet of written information about the organization and reading materials to learn more about the challenges of living with a brain injury.

### **Benefits to Volunteer:**

This an unpaid volunteer position with the potential of becoming a paid Executive Assistant. This volunteer position provides an opportunity to become familiar with brain injury and disability issues and to add experience to a resume.

**Staff Contact:** Deborah Palmer, **BIC's** Founder

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