



**YWCA**  
Y DES FEMMES  
MONTRÉAL

New paths  
for women  
since 1875

## VOLUNTEER CENTRE

### POSITION : ADMINISTRATIVE AGENT

The staffs at the YWCA sometimes need volunteers to help with administrative tasks on an ad hoc basis. We are looking for women volunteers to fill these positions.

#### Key tasks and responsibilities

---

The administrative agents usually lend a hand in their fields of interest or expertise. Tasks are varied and include the following:

- Entering Data
- Making phone calls (for surveys, etc.).
- Conducting Internet research.
- Formatting documents (excellent knowledge of Word is essential).
- Mailing.
- Creating Excel spreadsheets.
- Binding documents.
- Filing.

#### Position requirements

---

Requirements vary according to the task.

- **Knowledge:** Good command of French (advanced or intermediate level). Solid IT skills (intermediate knowledge of Word and Excel).
- **Practical Skills:** The ideal candidate has data-entry experience and is comfortable communicating over the phone (if/where required).
- **People Skills:** Reliability and enthusiasm for the job are essential!

#### Volunteer conditions

---

- Be available on weekdays (on a casual basis).
- Check the volunteer offers by email.
- Volunteer at least four times per year.

#### Type of position and schedule

---

Casual position: Work is ad hoc. Hours vary according to the task.