



## Volunteer Opportunity

The District Attorney's Office for El Paso and Teller Counties has a volunteer opportunity for a

### **Volunteer Department Administrative Assistant**

This person, under the direction of the Volunteer Program Manager, will support the administrative needs in the Volunteer Department at the District Attorney's Office. The ideal candidate will gain valuable experience working with various departmental leaders and groups to support the community mission of the District Attorney's Office. This person will assist with processing volunteer applications, create volunteer packets and assist with many essential support functions and event planning in the Volunteer Department. The ideal candidate will have a working knowledge of Microsoft Word and Excel, be detail oriented and flexible with changing needs.

#### ***Benefits of this position include:***

- *Serving your community by enhancing the impact of the Volunteer Department at the District Attorney's office*
- *Valuable real world experience as an administrative assistant*
- *Working with a great team of staff and volunteers helping each other grow as the organization grows*

#### **Requirements for this position include:**

- *Strong attention to detail, filing and organizational skills*
- *Ability to schedule appointments for the Volunteer Manager*
- *MS Word and Excel proficiency and ability to perform internet research as needed*
- *Assist with planning of community volunteer presentations and volunteer events for the Office of the District Attorney*
- *Minimum of 8 hours per week for at least 6 months — with a preference for ongoing relationship*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

105 E. Vermijo St., Colorado Springs, CO 80903 719-520-6000

For additional information about this volunteer opportunity e-mail the DAO [Volunteer Program Manager](#) or call 719.520.6037. Please provide your name, phone number, or e-mail address, the title of this position and your questions. You will be contacted. If you wish to apply for this position complete and submit the [volunteer application](#). Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.