



National
Multiple Sclerosis
Society
Ohio Buckeye
Chapter

VOLUNTEER JOB DESCRIPTION

ADMINISTRATIVE SUPPORT LIAISON

Key Responsibilities:

- ✳ Assist with office administrative duties
- ✳ Answer incoming calls and filter to appropriate staff
- ✳ Greet office guests

Impact

- ✳ Create a pleasant first form of contact with all clients and guests of the Chapter

Sustained Outcome

- ✳ Moving toward a world free of MS

Training

- ✳ 2 hour in-person or phone training

Support

- ✳ Society staff and volunteers

Commitment

- ✳ Available some weekdays during Chapter office hours of 8:30 a.m. – 4:30 p.m. Monday through Friday
- ✳ Flexible schedule within these hours

Qualifications

- ✳ Excellent customer service skills
- ✳ Ability to answer and transfer phone calls
- ✳ Administrative skills (copy machine, etc.)