

Rebuilding CNY

Rebuilding our future through home preservation and community projects

Position: Remote Administrative Volunteer

Job Goal: Perform and assist with administrative tasks and other duties resulting in increased operational efficiency to provide capacity fulfillment to the programs of Rebuilding CNY's mission.

Main relationships: Reports to President and C.E.O. and will be working alongside other remote administrative volunteers, board and staff members.

Where: Works remotely from anywhere.

Time Commitment: Flexible. The remote administrative volunteer is expected to answer phone calls or emails in a timely manner.

Responsibilities include:

- Answering phone call via voice messages and documenting calls
- Review general inbox emails and forward to the proper areas of the organization
- Assisting with general correspondence
- Participating in occasional team meetings via conference calls.

This role would suit someone who:

- Is able to perform multiple concurrent tasks with attention to details
- Has good oral and written communication skills
- is professional, flexible and dependable
- Has some computer experience
- Wants to help and volunteer with limited time to spend.
- Wants to work remotely.
- Wants to make a difference in the lives of senior, disabled and veteran homeowners

Expectations of Rebuilding CNY:

- Provide proper leadership for the planned activities
- Provide a safe work environment
- Provide training as required for the assigned tasks

Do you have another area of interest? If you have a particular area of knowledge or an interest you would like to pursue; please, let's talk about it. Email us at volunteer@rebuildingcny.org

Organization Overview:

*Founded in 1990 and reorganized in 2020, Rebuilding Central New York is a non-profit organization **dedicated to the preservation of affordable housing**. Leveraging a volunteer network and corporate partnerships, Rebuilding CNY transforms the lives of local residents through programs by improving the health and safety of homes and revitalizing community spaces to better serve and support local residents. Rebuilding CNY believes we can accomplish great things when we come together as a community*

Mission: *Rebuilding our future through home preservation and community projects.*

Vision: *A safe and healthy home for everyone.*