



- Domestic Violence and Sexual Assault Services
- Strategies to End Gender-Based Violence
- Crime Victims Services

Job Title	<b>Fashion Sale Office Assistant</b>
Job Type	Volunteer/unpaid
Purpose	To assist the Development staff with administrative tasks associated with the Annual Designer Fashion Sale and Preview
Responsibilities	<ul style="list-style-type: none"><li>• Assist with initial mailing to vendors</li><li>• Handle follow-up emails and faxes to vendors</li><li>• Maintain index card filing system</li><li>• Identify new vendors</li><li>• Assist with setup and check-in at the Fashion Preview</li><li>• Assist with setup and check-in at the Fashion Sale</li><li>• Enter data following the Preview and Sale</li><li>• Assist with follow-up thank you letters</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Working knowledge of Microsoft Word and Excel</li><li>• Excellent phone skills</li><li>• Good interpersonal skills</li><li>• Required to sign Confidentiality Form</li></ul>
Location	Development Office
Reports to	Special Events Coordinator
Hours	8 hours per week; weekday mornings or afternoons
Duration of Assignment	February through July
Training Provided	General orientation by the Coordinator of Volunteer Services On-site training by Fundraising Administrator