



**SafeHaven Humane Society**  
33071 Highway 34/ P.O Box 2018  
Albany, Oregon 97321  
(541) 928-2789  
[www.safehavenhumane.com](http://www.safehavenhumane.com)

**Job Title:**

Office Assistant

**Goal of Position:**

To help with office related tasks.

**Major Responsibilities:**

The front desk is the first thing people see when they enter SafeHaven. It is often very busy, and volunteers are needed to help with office tasks such as filing, data entry, returning phone messages, making copies, and assembling adoption packets. This position will also entail greeting customers and answering customer questions.

**Required Qualifications:**

A positive attitude and a love for animals is a must!

**Desired Qualifications:**

Office experience is desired. Experience working in customer service or animal care is a bonus.

**Time Commitment:**

Office assistant volunteers are asked to commit to a once a week four hour shift.

**Supervisor:**

Community Outreach Coordinator, Stephanie Green

**Benefits for Volunteer:**

Volunteers will gain valuable office experience, while contributing to the success of a nonprofit organization.

**Training:**

SafeHaven will provide training to equip you with the confidence to answer customer questions, and complete office tasks independently.

**How to apply:**

Download "Volunteer Application" from our website, or pick it up at the shelter. Complete application and return with a cover letter outlining any office or animal care experience you have. You can submit applications in person at the shelter or via email to [volunteer@safehavenhumane.com](mailto:volunteer@safehavenhumane.com). If you have any questions you can contact our Community Outreach Coordinator, Stephanie Green, at the above email address or (541) 928-6280.

