



## JOIN TEAM EFH AS A VOLUNTEER OFFICE ASSISTANT

Are you organized, friendly, and looking for a way to contribute to your community? We are seeking a dedicated Office Assistant to join our team! This role is perfect for someone who enjoys interacting with people and has a knack for keeping things in order. If you have a few hours to spare each week, we'd love to have you on board!

### Responsibilities:

- **Document Management:** Scan, organize, and file important documents to keep our office running smoothly.
- **Phone Support:** Answer incoming calls with a friendly and helpful attitude, directing calls to the appropriate team members.
- **Data Entry:** Accurately enter data into our systems to ensure our records are current.
- **Community Interaction:** Be the welcoming face of our office, assisting visitors and providing information as needed.

If you're ready to make a meaningful contribution and enjoy being part of a dynamic team, we'd love to hear from you!