

Thank you for your interest in applying to become a volunteer with Cancer Council Western Australia. We are committed to engaging with the community to help us in the fight against cancer.

## Volunteer Position: Administration Support - Subiaco

Cancer Council WA is seeking an enthusiastic volunteer to provide administration support to their Philanthropy Team. This will include a range of basic to more complex office related activities including making phone calls and computer data entry.

### Requirements:

- Comfortable using a computer, navigating a customer database and Microsoft products including Word and Excel
- Using the customer database to assist with tasks such as updating contact details, communications preferences and contact logs
- A range of administrative tasks including data entry, assisting with mailing of receipts, invitations to events, general correspondence, returned mail, formatting documents, photocopying, printing and archiving records
- Outgoing phone calls to supporters to thank for donations and support
- Work with others to support our Philanthropy Programs

### Desirable Skills:

- Good attention to detail, well organised and efficient
- Accurate data entry and basic computer skills
- Ability to learn new skills
- Understanding of and commitment to the values of Cancer Council WA
- Positive attitude to the workplace
- Respect for diversity
- Reliable and trustworthy

Assistance is required weekdays Monday to Friday, between the hours of 9am and 3pm for approximately 6 hours per week, days and hours are flexible.

As with all Cancer Council volunteer roles, you will be joining our team in the fight against cancer and making a difference to the lives of people affected by cancer.

**To apply for this opportunity, please email our People and Culture Team at [volunteers@cancerwa.asn.au](mailto:volunteers@cancerwa.asn.au). Please include a brief summary clearly outlining how your skills and experience meet the requirements of this role.**

With a Reflection RAP, and a commitment to 'closing the gap' we encourage Aboriginal or Torres Strait Islander candidates to apply.