
The Southwest Center for HIV/AIDS (SWC), founded in 1990, serves 70 percent of those Arizonans (men, women, children, youth, seniors, immigrants, and the homeless) who are at-risk for and are impacted by HIV/AIDS. It is the state's only non-profit AIDS service organization providing the unique combination of prevention, research, and wellness services and programs to those at-risk individuals and those infected with HIV/AIDS--most of who are living below the federal poverty level. Our mission is to reduce infection, improve access to services, enhance the quality of life for those impacted by the disease and contribute to worldwide research.

Position Summary: The Volunteer Executive & Administrative Assistant will work closely with the President and CEO and Chief Development Officer helping to coordinate meetings (plus reminders) and scheduling appointments with key stakeholders and community partners. The assistant must possess mature judgment, good organizational and communication skills, and time management skills. An assertive, pleasant personality is essential. This person must be able juggle multiple tasks in a proficient and timely manner. A self-starter with minimal supervision is ideal for this position.

Responsibilities:

The responsibilities for this volunteer opportunity include but are not limited to:

- Communicating with key stakeholders and community partners on behalf of the President and CEO and/or Chief Development Officer.
- Prepare correspondence including records and reports such as Board and Committee minutes, schedules and activity reports.
- Planning and setting up for administrative and development meetings.
- Prepare confidential materials where trust and accuracy are vital and knowledge of organizational policies, procedures and mission is essential.
- Compose memos and letters as directed by the President & CEO and Chief Development Officer.
- Creating presentation materials (via Word, PowerPoint, etc.)
- Coordinate efforts for special mailings.
- Administrative duties such as: typing, organizing, copying, filing, proofreading, and mailing projects.
- Assist director level staff were needed.

Qualifications: A positive attitude, good organizational skills, and advanced computer skills is required including Microsoft Office applications. Volunteer must possess a positive attitude and is willing to take constructive feedback. This position can be ideal for a college student, retiree and/or stay home professional.

Time Commitment: We ask for a minimum of 15 – 20 hours per week during the weekday preferably 3-4 days per week. A long-term commitment is preferred (minimum of 1 year).

Benefits: This is a great opportunity to gain professional skills and experience, while supporting the work of motivated staff at a well-respected organization.

To apply, email resume and cover letter to Mesha Davis at mdavis@swhiv.org or call 602.307.5330 x 2249.

Southwest Center for HIV/AIDS is committed to the policy that all persons shall have equal access to its programs, facilities, volunteer opportunities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or gender identity.