In partnership with families, SOAR365 creates life-fulfilling opportunities for individuals with disabilities, annually serving over 1,400 people and their families.

<table>
<thead>
<tr>
<th>Category of Service: Administrative Support</th>
<th>Time Commitment: Ongoing (Ideal commitment is one morning or afternoon shift per week for a minimum of eight weeks)</th>
<th>Locations: SOAR365 @ Saunders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onboarding: Orientation, Application, Interview, (Background Check for certain tasks), Signed Documents</td>
<td>Appropriate for: Individuals (College Students, Young Professionals, Adults)</td>
<td>Available Shifts: Monday - Friday 9:00-12:00 or 1:00-4:00</td>
</tr>
</tbody>
</table>

"As a person with a mobility impairment, I understand first-hand the importance of the services SOAR365 offers. I started volunteering with SOAR365 because I wanted an opportunity to make a real difference, even if I only have a few extra hours a week to do so. Being able to work on administrative tasks in my free time and seeing how they actually help SOAR365 is a very rewarding experience. It's very fulfilling, and I feel grateful for the opportunity."

Bridgette Taylor / SOAR365 Administrative Support Volunteer

**About SOAR365:** [https://www.soar365.org/](https://www.soar365.org/)

Administrative Support Volunteers team up with our administrative staff to do essential behind-the-scenes work that ranges from assistance with mailings, supply inventories, and packet assembly to phone reception, data entry, and donor research.

Required skills include:

- Have a willingness to learn along with professional drive and flexibility
- Possess a level of comfort and fluency in a professional office environment
- Have excellent verbal and written communication skills.
- Have excellent Microsoft Office skills
- Have reliable transportation

**To Apply please contact:**

Alison Jones-Nassar, CVA 804-665-1214
Volunteer Engagement Manager, SOAR365 alison.jones-nassar@soar365.org