

Strides Therapeutic Horsemanship Center

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Non Profit 501(c)(3) #20-8371068



Administrative Assistant – Volunteer Role

As an Administrative Assistant for Strides, you will play a vital role in ensuring the smooth operation of our programs and initiatives. Your responsibilities will include providing administrative support to our team, managing communications, organizing documents, and assisting with scheduling and data entry. You will help keep Strides running efficiently by handling essential tasks such as responding to emails, maintaining records, and coordinating volunteer activities.

This role is ideal for someone who is detail-oriented, organized, and enjoys working behind the scenes to support a meaningful cause. Whether you have prior administrative experience or are looking to develop new skills, your contributions will make a significant impact on our mission.

Position: Administrative Assistant

Organization: Strides

Location: remote/hybrid

Commitment: 5-20 hrs weekly

Position Overview:

Strides is seeking a dedicated and detail-oriented **Administrative Assistant** to support our team in managing day-to-day operations. This volunteer role is essential in ensuring efficiency and organization within our programs and initiatives. The ideal candidate will be highly organized, proactive, and comfortable handling administrative tasks in a fast-paced, mission-driven environment.

Key Responsibilities:

- Assist with email correspondence, phone inquiries, and other communications.
- Maintain and organize records, documents, and volunteer databases.
- Schedule and coordinate meetings, appointments, and events.
- Prepare reports, presentations, and other materials as needed.
- Perform data entry, file management, and other clerical tasks.
- Assist with special projects and initiatives as assigned.

Qualifications & Skills:

- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.

- Proficiency in Google Workspace.
- Attention to detail and ability to multitask.
- Ability to work independently and collaboratively in a team environment.
- Previous administrative or clerical experience is a plus but not required.

Benefits of Volunteering:

- Gain valuable administrative experience in a nonprofit setting.
- Contribute to a meaningful cause and make a positive impact.
- Develop skills in communication, organization, and office management.
- Work with a passionate and supportive team.

If you are interested in volunteering as an **Administrative Assistant** with Strides, we'd love to hear from you!