



# Organizational Support Opportunities

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## Administrative Volunteer

Are you a detail-oriented and organized person looking to help support our team and aid in the smooth operations of our office? This role assist with administrative tasks such as filing, answering phones, greeting clients, etc.

**Availability:** High Priority Time- Tuesday & Thursday (8am to 9:30am)  
Monday-Thursday (8am to 5pm), Friday (8am to 2pm)

## Grant Writing Volunteer

We are seeking a dedicated individual to help support our organization's mission through research and grant writing efforts. These responsibilities include researching, preparing, and writing grants for CARE House.

**Availability:** Flexible- May include in-office (as needed) or remote work

## Translation Volunteer

We are looking for an individual who has strong writing skills and is proficient in the Spanish language. Are you excellent at translating marketing materials and client resources? This role requires strong writing skills and Spanish proficiency.

**Availability:** Flexible- May include in-office (as needed) or remote work

## Gardening Club

The CARE House is looking for an individual with a green thumb. This individual will help us ensure the proper care of the indoor and outdoor plants around CARE House.

**Availability:** Monday-Thursday (8am to 5pm), Friday (8am to 2pm)