



Development Clerical Volunteer

Time Commitment: Thursdays (starting September through December)
8 a.m. until 12 p.m. (hours may vary)

Location: Great Plains Food Bank
1720 3rd Avenue North
Fargo, ND 58103

Reports to: Cecilia Wilke
cwilke@greatplainsfoodbank.org
(701) 476-9120

Position Overview

Each year the Great Plains Food Bank provides needed food assistance to one in nine individuals across North Dakota and western Minnesota. We would not be able to provide this level of service to our partner agencies and clients without the support of thousands of generous donors across our region. We need two (2) individuals to help prepare appreciation mailings for our donors each week on Thursday mornings.

Job duties:

- Fold applicable mail items into appropriate dimensions.
- Stuff envelopes with applicable mail items.
- Seal stuffed envelopes completely.
- Label envelopes with appropriate donor address.
- Organize mailings according to specific directions.
- Keep work area clean and orderly.
- Other duties as assigned.

Qualifications:

- Must be 18 years of age or older.
- Must pass criminal history check.

Required knowledge, skills and abilities:

- Excellent interpersonal communication skills.
- Ample organization skills.
- Able to work at a consistent pace.
- Able to sit/stand for extended periods of time.