



Volunteer Opportunity

Receptionist/Administrative Help

We have a very small staff running very large programs, and so we are very dependent on volunteers to help us power Food For Thought!

We are very fortunate to have free office and pantry space located within New Harvest Christian Church in Oregon. The church is called very often with questions about our programming, as we are not listed in the phone book. Therefore, the church pastors end up fielding a lot of questions about Food For Thought, which distracts them from their daily tasks. We are in need of someone who can answer phones for both entities. (FFT's phone number can be forwarded) The greatest need is for Mondays and Tuesdays, 9am until 4:30 p.m., or even the majority of that time frame. Some help is also needed on Wednesdays and Thursdays. The church (and pantry) is closed on Fridays.

The phone systems are fairly simple to learn, but experience with phone systems would be helpful. We also have small administrative tasks that we could use help with during down time, such as stuffing envelopes and other office help. There is opportunity to gain experience doing other items if skills and desire are present.