

Volunteer Position Description

Position Title:	Marketing Volunteer – Clerical and Administrative Assistance
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Assist in the Marketing Public Relations Department by answering phones, greeting visitors and some light organizational work.	
Qualifications:	
<ul style="list-style-type: none">• Maintain Confidentiality• Efficient in using phones and transferring calls• Organizational Skills• Pleasant personality	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Clippings: Clip all ads and articles related to St. Elizabeth Healthcare, St. Elizabeth Physicians and other hospital organizations and place in finders. Publication date and page number must be included with each clipping.• Communications: Assist in packaging and distribution of Healthy Neighbors, InTouch and other newsletters.• Answer phones for the department and transfer calls or take messages. Distribute mail within the department	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete messages• Maintains patient confidentiality• Maintains regular weekly schedule	
Time Commitment:	
<ul style="list-style-type: none">• Three to four hours per day, Monday thru Friday• 10:30 a.m. – 2:30 p.m.	
Uniform:	
<ul style="list-style-type: none">• Business Casual	