



Job Description: Admin Support

Position Title: Admin Support

Location: Buddhist Fellowship (BF)

Reports to: Admin, Coordinator

Commitment: As and when needed

Overview:

As an Admin Support volunteer, you will play an essential behind-the-scenes role in ensuring the smooth and efficient running of Buddhist Fellowship's operations and events. This role supports registration, data entry, communications, and material preparation, contributing to a well-organized and welcoming environment for all participants.

Key Responsibilities:

- Support at the Registration Desk, including managing sign-ins, preparing name tags, and welcoming participants.
- Assist with Data Entry tasks such as maintaining volunteer/contact lists and transcribing feedback forms.
- Perform Office Admin duties including filing, printing, and packing of materials for classes or events.
- Help with Phone or Message Reminders to participants for events or activities.
- Participate in Packing and Preparing Dana Offerings or Gifts, especially for retreats, Dhamma talks, and special programs.

Requirements:

- Reliable, organized, and detail-oriented.
- Comfortable with basic computer use (e.g., data entry, typing).
- Able to communicate clearly and warmly with others.
- Willingness to take initiative and follow through on assigned tasks.
- Respect for confidentiality and sensitivity in handling contact data and communications.

Benefits:

- Play a vital support role in BF's community outreach and spiritual programs.
- Gain administrative experience and develop organizational skills.
- Connect with like-minded volunteers and deepen your involvement in the Dhamma.
- Experience the joy of serving with compassion and mindfulness.