Job Overview	
JOB TITLE	*PROVIDING OFFICE SUPPORT*
LOCATION(S)	**At our Foster Home in Waltham**
REPORTS TO	**Works with the lead Volunteer overseeing the cats' medical records and others who maintain and contribute to other important files**
DUTIES	**General Job Description**
	Create detailed records for each cat. There are many records that need to be kept in running an organization like Eva's Kitties. First, the State Department of Agriculture requires that we keep updated records for each cat in our care and that data has to be reported out at the end of each year. Some of our funders associated with charitable organizations or foundations require similar records. **Prepare all of the paperwork associated with cat adoptions.** We provide information to our adopters regarding our cats' medical conditions and health records once the cats enter our care. Generally, those working in this area do a lot of data entry, and depending on their skill level with different programs, they are also asked to generate reports that are helpful in both reporting and planning.
TALENTS/SKILLS	*PROVIDING OFFICE SUPPORT*
	Without a doubt, those working in this area need to be able to attend to detailed information with a high degree of accuracy. The following list of talents and skills will enable volunteers to complete the tasks in this area: • Tech savvy skills, especially in Excel, are also a huge asset • Generating reports for fundraising purposes, for required reports, etc. • Print and file monthly Vet Bills • File prescriptions in cats' folders • Print and file forms as needed • Excellent organization and communication skills • Assist with Power Point presentations • Currently our records are paper-based, and we would like to digitize our records and begin storing them electronically. So there is much work to be done! We could use multiple PAWS to help in this work!
MUSTS	**What We Ask of You**
	We ask that once you commit to the number of hours that you can provide assistance that you honor those commitments. We ask that when in doubt about how to proceed, you seek assistance and/or clarification when working in programs or on projects that are supported by multiple users. Accuracy is a must, so we ask that you are able to attend to the work that you are doing.