

Office Administration Volunteer

Title	Office Administration Volunteer
Responsible to	Operations Manager
Commitment	1, 2 or 3 days/week Duration is flexible
Stipend	Expenses
Location	Whitechapel, London

Background

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations and professional networks.

Role Purpose

To support the MCB with general administrative tasks in the areas of Membership, Finance, Fundraising and Events.

Key Tasks and Responsibilities

1. Supporting with preparation of event material
2. Supporting with collation and data analysis of evaluation forms
3. Performing research tasks online and by phone
4. Checking and updating databases
5. Scanning and printing
6. Helping with mailings

Benefits:

- Great opportunity to gain experience in administration at a high-profile organisation in a friendly office environment
- Free attendance at MCB's events, helping you to increase your knowledge and expand your networks in the Muslim and charity sector
- Reasonable travel and lunch expenses covered

Availability

- Office hours at 10.00am – 6.00pm
- You would ideally be available for 1, 2 or 3 days/week.
- Half days are also possible.

To apply:

Please get in touch at admin@mcb.org.uk telling us about yourself and attaching your CV.