

Administrative Volunteer

New Hampshire Council on Developmental Disabilities

Citizens of all abilities are fully able to participate and contribute meaningfully to our society when given the right support services, opportunities to grow, and an accepting community.

The New Hampshire Council on Developmental Disabilities is dedicated to dignity, full rights of citizenship, equal opportunities, and full participation for all New Hampshire citizens with developmental disabilities. The Council carries out its mission through education, advocacy and the funding of innovative projects that make a difference in people's lives.

The NH DD Council seeks an Administrative Volunteer to support our small staff by providing assistance with basic office tasks. This volunteer will typically report to the Administrative Assistant for assignments.

Successful volunteers will have:

- Reached the age of 18 (some exceptions may be made)
- Computer skills, including proficiency in Microsoft Excel and Word
- Attention to detail
- Organization skills

Responsibilities may include:

General Office Tasks

- Making copies
- Filing papers
- Preparing mass mailings
- Data entry
- Preparing for full Council meetings

Other Possible Tasks

- Updating the Council's online calendar
- Taking minutes at meetings

How to Apply:

If you would like to volunteer for the Council, please contact us at 603-271-7039, or send an email to NHCDD.Director@ddc.nh.gov. Please note that you will be asked to fill out a basic

application, and to come to the office for an informal interview to discuss your interest in volunteering.

For more information about the Council, please visit www.nhcdd.org.