



## Development Clerical Volunteer

Time Commitment: Wednesdays (Starting September and going through December)  
8:00am-12pm (hours may vary)

Location: Great Plains Food Bank  
1720 3<sup>rd</sup> Ave N  
Fargo, ND 58103

Reports to: Cecilia Wilke  
cwilke@greatplainsfoodbank.org  
(701) 476-9120

### Position Overview

Last year, the Great Plains Food Bank served over 94,000 individuals struggling with food insecurity. We would not be able to provide this level of service to our partner agencies and clients without the support of thousands of generous donors across North Dakota and Clay County, MN. We need two individuals to help prepare appreciation mailings for our donors every week on Wednesday mornings.

### Job Duties:

- Fold applicable mail items into appropriate dimensions
- Stuff envelopes with applicable mail items
- Seal stuffed envelopes completely
- Label envelopes with appropriate donor address
- Organize mailings according to specific directions
- Keep work area clean and orderly
- Other duties as assigned

### Qualifications:

- Must be 18 or older
- Must pass a criminal history check

### Required Knowledge, Skills, & Abilities:

- Excellent interpersonal communication skills
- Ample organization skills
- Able to work at a consistent pace
- Able to sit/stand for extended period