

Mailing Preparation

Position Title: Mailing Preparation Volunteer

Reports to: Project Lead

Time Commitment: Varies by mailing

Duration: Ongoing

Position Summary:

As a Mailing Preparation Volunteer, you will help with assembling, organizing, and preparing outgoing mailings that connect our organization to supporters, donors, and community members. Your attention to detail will help ensure a smooth and professional mailing process.

Key Responsibilities:

- Fold stuff envelopes and seal mail
 - Apply address labels and postage (if needed)
 - Maintain presorted order of envelopes
 - Keep materials organized and workspaces clean
 - Maintain confidentiality of recipient information
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Preferred Qualifications:

Training and materials provided. No experience necessary.

- Reliable and detail-oriented
 - Able to sit or stand for extended periods
 - Comfortable doing repetitive tasks
 - Friendly, team player – or can work quietly on your own
 - Good hand dexterity and organization skills
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Benefits:

- Help behind the scenes to support meaningful communication
- Great for people who enjoy hands-on, task-based work
- Flexible hours and relaxed, social atmosphere
- Be part of a supportive team making real impact