



Administrative Support Volunteer

Overview:

LaunchSpace is seeking a reliable and detail-oriented Administrative Support Volunteer to assist with core operational and data-related tasks. This role supports staff in maintaining up-to-date systems, preparing materials, and improving communication across our community programs. It's a great opportunity for someone looking to contribute to a vibrant creative hub while gaining experience in nonprofit administration.

Core Responsibilities:

Weekly Tasks

- Save and organize program and communication files from team platforms (e.g., transferring images or documents to shared drives).
- Assist in preparing and sharing internal team schedules or communications.
- Update Google calendar with volunteers schedules.
- Support ongoing data entry, tracking, and documentation needs (e.g., attendance, volunteer hours).
- Monitor and restock forms, documents, or basic materials used in daily operations.
- Help ensure participant records are current by comparing sign-in records to member lists.
- Enter event participation data into the CRM system as needed.

As-Needed Tasks

- Update contact and program profiles in the CRM, including members, students, staff, stewards, volunteers, and board.
- Assist with basic outreach communications such as preparing templates, contact lists, or drafts.
- Provide administrative support for special events or programs (e.g., creating sign-in sheets, organizing files, tracking RSVPs).
- Help with organizing and filing digital or physical records.
- Support other administrative projects as they arise.

Qualifications:

- Familiarity with Google Workspace (Docs, Sheets, Drive)
- Comfort learning new digital tools or platforms (CRM, Slack, etc.)
- Organized, detail-oriented, and able to follow procedures
- Strong communication and time management skills
- Interest in LaunchSpace's mission and community-centered work

Benefits:

- Gain hands-on experience in nonprofit and administrative operations
- Flexible hours and a mix of remote/on-site work
- Opportunity to contribute to a growing community and mission-driven organization
- Exposure to programs supporting creativity, skill-building, and economic opportunity

Reports to: Program & Membership Coordinator

Location: Hybrid – On-site at LaunchSpace (Orange, MA) & Remote

Time Commitment: 3–5 hours per week

Apply to: Send a cover letter and resume to Sid Nordstrom at sid@launchspace-orange.com

Compensation: Membership to the makerspace and community garden.