

Clerical support

Roles

- Support to the team for various tasks (mass mailings, data entry, filing, event preparation)

Requirements

- Participate in an orientation session
- Read the Volunteer Guide and sign the mutual commitment agreement
- Have basic knowledge of French or English
- Respect Heritage Montreal's guidelines, values and mission
- Be 18 years of age or over
- Flexible schedule, depending on the activities, during regular office hours

Skills sought

- Respect commitments and punctuality
- Respect confidentiality
- Meticulous and efficient

Recruitment

- To become a volunteer in clerical support, you must complete the [online form](#).
- Group interviews are organized a few times a year in order to select new volunteers. Invitations are sent by email to those who have completed the form.