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.