Volunteer by Administrative Support

Rebuilding Together has an administrative support activity to process the request for applications and the registration of received applications.

Step 1:

The administrative support would require to listen-in to phone calls made to an answering machine, responding to the caller, sending out application forms or transfer the requested information or message. Time required: 2 hours/week

Step 2:

Receiving the applications by mail. Checking homeownership on CAD website, verifying the district by District Locator website, filling out spreadsheet with information on the application, scanning the application form and uploading it to Dropbox. Time required: additional 2 hours/week

Please fill out the following information:

Name : 

Phone number : 

Address : 

Step 1 only : ___

Step 1 and 2 : ___