



Canadian
Cancer
Society

Office Support Volunteers Needed



What is Involved?

Working in partnership with Canadian Cancer Society staff you will take responsibility for a regularly scheduled weekly shift during which you will cover telephones, walk in inquiries and necessary administrative duties.

What you bring to this position:

You are excited and motivated to fight back against cancer by supporting the efforts of your local office. Your familiarity with Microsoft Office and strong customer service skills will enhance the front desk experience for those who come to the office. Community minded and organized, you look forward to an opportunity to have a positive impact on the journey of those impacted by cancer.

**If you are interested in this volunteer role,
please contact Theresa Blondin at
519-332-0042 or
theresa.blondin@ontario.cancer.ca**