Volunteer Opportunity: Administrative Assistant

Time commitment: Approximately 4–6 hours per week
Location: Remote, flexible hours
Duration: Ongoing

Mindfulness Everyday is looking for a reliable, organized and detail-oriented volunteer to help support our day-to-day administrative activities, programs and community initiatives.

What you'll be doing:

- Assisting with general administrative tasks, including email correspondence, data entry and document preparation.
- Organizing and maintaining digital files, spreadsheets and contact databases.
- Supporting program administration, including participant registrations, attendance records and follow-up communications.
- Assisting with scheduling meetings, preparing agendas and taking meeting notes.
- Helping coordinate workshops, events and other organizational activities.
- Providing administrative support for special projects and ongoing initiatives.

What we're looking for:

- Good organizational, written communication and time-management skills.
- Familiarity with Microsoft Office and Google Workspace (Docs, Sheets, Drive and Gmail).
- Strong attention to detail and the ability to manage tasks independently.
- Reliability, initiative and discretion when handling confidential information.
- A friendly, collaborative approach and willingness to learn.
- An interest in mindfulness, wellbeing and community engagement.

You'll be part of a small, friendly and collaborative team, helping us bring mindfulness and compassion to more people.

Interested? Please send your resume and information about your relevant experience to Natanya.mandel@mindfulnesseveryday.org