

## American Indian College Fund Job Description

The American Indian College Fund (the Fund), a national, non-profit organization headquartered in Denver, Colorado is seeking **Volunteers**. Created in 1989 to support America's tribal colleges and universities, the Fund undertakes various fundraising activities on behalf of the nation's tribal colleges.

**Title:** Volunteer – Community Service  
**Department:** All – department needs vary  
**Status:** To be determined  
**Supervisor:** Human Resources

### POSITION SUMMARY

These positions will be responsible for the day to day support of the assigned department. Each individual will have an opportunity to learn about some of the functions of a non profit through assigned activities. You will learn and or develop your skill base while being a part of an amazing organization!

Make a difference and consider the College Fund as the place to volunteer.

### ESSENTIAL FUNCTIONS

- Support the day to day activities of the fund by sharing your skills with our staff
- Answering phones
- Data entry – tracking the many supporters of our students
- Follow up phone calls
- Making supportive documentation for our files
- Any other administrative or clerical support

### REQUIREMENTS

- Willingness to share your skills
- Share our passion for education
- Good sense of humor

Please give us a call or email your resume to:

American Indian College Fund  
Human Resources Department  
8333 Greenwood Boulevard  
Denver, CO 80221  
(303) 426-8900 (Office)  
(303) 426-1200 (Fax)  
[applications@collegefund.org](mailto:applications@collegefund.org)