

## OFFICE VOLUNTEER

### DESCRIPTION

Every year, Pacific Bonsai Museum welcomes over 30,000 people from all over the world. The behind-the-scenes work in our office supports our mission of connecting people to nature through the living art of bonsai. Office volunteers support the Museum's marketing, fundraising, events and administration by providing assistance with data entry, mailings and administrative tasks. Gain a unique perspective on the behind-the-scene museum operations. Volunteers are needed between 9am and 4pm on weekdays.

### TASKS & ACTIVITIES

- Data entry
- Compiling data on visitor demographics
- Posting events on online community calendars
- Mailings
- Possibility of assisting with public & special events as needed
- Other duties as assigned

### BENEFITS

- Training and experience
- Serene setting - our office is nestled within the galleries of the museum, all of which is within a fir forest

### APPLY HERE