



Admin Volunteer

Are you organized, detail-oriented, and passionate about supporting meaningful work behind the scenes? Join a team that keeps programs running smoothly through strong coordination and efficient operations. At U+, your administrative skills will help strengthen our community initiatives and support daily logistics. There's no better place to make a meaningful impact—be part of U+ today!

About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding, camp programs, and public speaking programs. We are eager to collaborate with talents from various disciplines to foster growth and development within U+.

About this opportunity:

As an Administration & Office Support Volunteer, you will play an essential role in ensuring U+ Community's daily operations run smoothly. You will work closely with our team to coordinate logistics, manage documentation, and support internal processes that help our programs and initiatives succeed.

Key responsibilities are as follows:

- Assisting with data entry, record keeping, and maintaining accurate databases to support efficient organizational operations.
- Supporting the digitalization and organization of documents to improve accessibility, consistency, and workflow efficiency.
- Tracking reports, compiling data, and updating spreadsheets using tools such as Excel to ensure information is current and reliable.
- Providing general administrative support to strengthen internal systems and streamline day-to-day processes.
- Collaborating with team members to enhance organization methods, improve coordination, and maintain structured documentation practices.
- Contributing to operational planning by helping monitor program data and preparing summaries for internal review.
- Developing professional skills such as attention to detail, time management, and effective communication while working within a supportive and growth-oriented team.



Requirements:

- Dedication to supporting organizational operations and contributing to a structured, mission-driven environment.
- Strong organizational skills and attention to detail to manage records, documents, and data accurately.
- Effective written and verbal communication skills to support internal coordination and correspondence.
- Ability to work independently on administrative tasks while collaborating with team members when needed.
- Proficiency in basic digital tools such as Google Workspace or Microsoft Office (including Excel).

Assets:

- Experience in administrative support, office coordination, or nonprofit operations.
- Familiarity with data entry, database management, or document organization systems.
- Experience using spreadsheets or tracking tools to monitor reports and program data.
- Fluency in more than one language (encompassing reading, writing, speaking, and listening abilities) to support our diverse community.
- Access to a car and a valid G2/G Ontario driver's license for Ontario staff or a valid Novice/Class 5 BC driver's license for Vancouver staff.

This is a volunteer position. We can accommodate different working modes—fully in-person (1595 16th Ave, Richmond Hill), hybrid mode, or fully remote—depending on the candidate's circumstances. Placement format will be discussed during the selection process.