



Volunteer Opportunity: Administrative Assistant

Are you organized, detail-oriented, and passionate about making a difference? The Navrongo-Bolgatanga Catholic Diocesan Development Organisation (NABOCADO) is looking for a **Volunteer Administrative Assistant** to help support our day-to-day operations.

About Us:

NABOCADO is a faith-based non-profit organisation dedicated to promoting rural development since its establishment in 1981. Our operational areas cover all 15 administrative districts of the Upper East Region and 6 districts in the North-East Region. NABOCADO operates across four main sectors: Livelihood and Agriculture, Justice, Peace and Humanitarian Response, Health and Education.

Role Responsibilities:

As a Volunteer Administrative Assistant, you will:

- Provide general administrative support to the team
- Manage emails, schedule meetings, and maintain calendars
- Assist with data entry and file organization
- Help prepare documents, minutes, and presentations
- Support event planning and coordination
- Perform other office tasks as needed

Required:

- Excellent organizational and communication skills
- Comfortable with Microsoft Office/Google Workspace
- Attention to detail and reliability
- Ability to work independently and as part of a team
- Previous admin experience is a plus, but not required

What You'll Gain:

- Hands-on experience in nonprofit administration

- Opportunity to contribute to a meaningful cause
- Letters of recommendation upon request
- A supportive and collaborative environment

Interested Individuals-Please send your resume and a brief introduction to info@nabocado.org.gh with the subject line "Volunteer Administrative Assistant Application." Deadline for submission: 28th October 2025.