

MOMO CANCER FOUNDATION

JOB DESCRIPTION – Volunteer Administrator

Position Title: Volunteer Administrator

Location: Ntinda-Semawata Road

Reports to: Executive Director / Board of Directors

Position Type: Volunteer (Full-time/Part-time as agreed) Home locations should be from areas off: Ntinda, kisaasi, kulambiro, Kyanja and surrounding areas

Position Summary

The Volunteer Administrator will be responsible for overseeing the day-to-day operations of Momo Cancer Foundation, ensuring smooth administrative workflows, efficient communication, and excellent client care. This role is central to supporting our mission of giving hope and a smile to cancer patients by maintaining an organized, welcoming, and compassionate environment.

Key Duties & Responsibilities

1. Patient Support & Follow-Up

- Regularly follow up with cancer patients to monitor their needs, provide encouragement, and link them to available services.
- Maintain accurate and confidential patient records in line with the organization's policies.

2. Office Administration & Management

- Maintain a clean, organized, and welcoming office environment at all times.
- Receive and manage all incoming calls, emails, and in-person inquiries with professionalism and empathy.
- Handle filing, photocopying, scanning, and other clerical duties.
- Keep inventory of office supplies and request replenishment when necessary.

3. Records & Data Management

- Maintain up-to-date databases for patients, donors, partners, and volunteers.
- Ensure accurate filing of all official documents and correspondence.

4. Volunteer & Staff Coordination

- Assist in the recruitment, induction, and scheduling of volunteers.
- Keep attendance and performance records for volunteers.

5. Operational Support

- Assist in planning and coordinating events, outreach activities, and awareness campaigns.
- Support fundraising efforts by preparing documentation and liaising with potential donors.

6. Reporting

- Prepare and submit weekly activity and progress reports to the Executive Director.

- Track progress towards targets and highlight areas requiring attention.

Performance Targets

- Maintain **100% accurate and updated patient records** at all times.
- Ensure **all phone calls and visitor inquiries are responded to within 24 hours**.
- Maintain an **office environment rated 90% or above on cleanliness and organization** during quarterly reviews.
- Successfully follow up with **at least 90% of active cancer patients** every month.
- Ensure all administrative reports are submitted **by the set deadlines** with zero errors.

Qualifications & Skills

- Strong interpersonal and communication skills with compassion for patients.
- Excellent organizational skills and attention to detail.
- Proficient in MS Office (Word, Excel, Outlook) and basic record-keeping.
- Ability to work independently and handle sensitive information confidentially.
- Previous administrative experience is an added advantage.

Application Process: Interested candidates should send their CV and a cover letter to [email: agmaurice2014@gmail.com] by [31st August 2025].