



## ADMINISTRATIVE VOLUNTEER

Lantern Community Services is a homeless services non-profit that helps people who are formerly homeless or have recently aged out of foster care rebuild their lives. We do this through our supportive housing program, which is based on the latest evidence of what provides the most benefit to our clients. Our programs deal with health, employment, education, and life skills and are delivered inside our residences.

Our buildings are in the following locations:

- Manhattan (Washington Heights, the Upper West Side, and East Harlem)
- Brooklyn (Bed Stuy and Brownsville)
- The Bronx (Melrose, Claremont, Woodstock, and Tremont)

We are currently looking for volunteers who can give **3 to 5 hours per week** to support our on-the-ground program staff by relieving them of administrative work. This can include:

- Data entry
- Helping with events
- Miscellaneous tasks, given as needed by the program director

This is a great opportunity to help the most vulnerable members of our society and gain experience working with a non-profit organization.

If you are interested, please contact Jacob Landsman at [jlandsman@lanterncommunity.org](mailto:jlandsman@lanterncommunity.org), or call 212 398 3073 ext. 209.