

Florida Department of Health-Orange Volunteer Opportunity



Mission: To protect, promote & improve the health of all people in Florida through integrated state, county, & community efforts.

Vision: To be the Healthiest State in the Nation.

Program: Chronic Disease Prevention: Breast and Cervical Cancer Early Detection Program (BCCEDP)

Volunteer Position: Administrative Support & Outreach Assistant

Commitment: 1–2 days per week (minimum of 4 hours per shift); flexible hours

Location: 6101 Lake Ellenor Drive, Orlando, FL 32809

Position Summary:

The Florida Department of Health Orange County is seeking a dedicated volunteer to provide administrative support and outreach assistance for the Breast and Cervical Cancer Early Detection Program. This role is vital in ensuring that women have access to essential screening services. The volunteer will work closely with the program coordinator to assist with client communication, event preparation, and general administrative tasks.

Duties & Responsibilities:

- Assist the BCCEDP program coordinator by making phone calls to prospective and current clients to schedule, confirm, and coordinate screening appointments.
- Participate in community outreach events to promote the program and connect with eligible individuals.
- Maintain inventory of program supplies and submit supply requests.
- Prepare paperwork and materials for outreach events and client appointments.
- Assist with completing and submitting invoices for program services.
- Maintain confidentiality and handle sensitive client information in compliance with privacy regulations.
- Provide customer service with compassion, empathy, and cultural sensitivity.
- Perform other administrative tasks as assigned to support program operations.

Qualifications:

- Strong communication skills, both verbal and written.
 - Comfortable making phone calls and speaking with diverse populations.
 - Detail-oriented and organized, with basic administrative skills.
 - Basic computer literacy in Microsoft Word, Outlook, and Excel
 - Ability to work independently and as part of a team.
 - Sensitive and respectful approach to customer service, ensuring clients feel supported and valued.
 - Commitment to maintaining confidentiality and compliance with privacy policies.
 - Passion for community health and wellness.
-