

## Administrative

CARIE has a strong commitment to providing advocacy for its clients and to being in the community providing consumer and professional education and public policy advocacy. All of this work demands support, however, CARIE's resources to provide for support staff is very limited.

Therefore we depend on volunteers to help us with a variety of tasks in the office. Here are a few ways you can help:

- Answering telephones
- Mailings
- Light typing/data entry
- Organizing resources
- Filing
- Making follow-up calls

Our office volunteers are critical to all of the work we do, please consider giving your time. For more information, call or email Ranuka Kapoor.