

womenspace

END THE SILENCE

Job Title: Front Desk Volunteer

Department: Administration

On-Site Supervisor: Front Desk Receptionist

Location: 1577 Pearl Street, Eugene

Hours: 4 hrs/week minimum. One year minimum commitment.

Summary: Work as part of a team interacting with participants, walk-ins and staff during business hours. Provide positive model for healthy and safe communications.

Essential Duties and Responsibilities:

- Answer phones, transfer calls, take messages
- Greet all visitors to the office and connect them with appropriate staff
- Distribute initial paperwork to walk-in clients and assist them in completing it if needed
- Maintain offices supplies, donations area, and inventory of frequently used forms including the brochure wall
- Maintain general office appearance, including front entrance area, front desk area, training and board rooms
- Complete mailing and copy projects
- Post outgoing mail
- Appropriately manage confidential information
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge and ability to practice cultural humility in a multicultural environment
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Ability to stay calm in stressful situations
- Ability to work independently, multi-task and prioritize work appropriately
- Skilled in oral and written communication and active listening
- Ability to give and receive positive and constructive feedback
- Must be well organized, creative, empathetic and people oriented
- Familiarity with community partners and the importance of community collaboration
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment (copier, fax, multi-line phone, etc)

Qualifications:

- Pass background check.
- Commit to sufficient training to gain the knowledge, skills, and abilities listed above
- Written and spoken bilingual fluency in English/Spanish preferred
- Commitment to Womenspace mission

Application Procedure:

- Visit womenspaceinc.org/connect/volunteer to complete and submit application online.

Womenspace's Mission is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.