

womenspace

END THE SILENCE

Job Title: Outreach / Office Volunteer

Department: Community Outreach and Education, Development

On-Site Supervisor: Volunteer and Engagement Coordinator

Location: 1577 Pearl Street, Eugene

Hours: 2-4 hrs/week minimum. One year minimum commitment.

Summary: Work as part of a team to support Womenspace through office assistance and outreach efforts including tabling at community events.

Essential Duties and Responsibilities:

- Set up and staff the information table at community outreach events as a representative of Womenspace
- Perform office support tasks as requested, including filing, organizing, making copies and putting materials together
- Assist in promotion efforts for Womenspace events and campaigns, including but not limited to social media support, making flyers, and distributing flyers and information.
- Arrive reliably and punctually for shift
- Treat staff and other volunteers with respect, courtesy, and professionalism
- Receive and act on constructive criticism
- Demonstrate comprehensive understanding of the dynamics of IPV
- Demonstrate comprehensive understanding of Womenspace services, policies, and procedures
- Ask questions when something isn't fully understood
- Other tasks as requested

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.
- Experience in crisis intervention and ability to utilize a calm approach to crisis situations.
- Ability to work independently, multi-task and prioritize work appropriately.
- Highly skilled in oral and written communication and active listening.
- Ability to demonstrate survivor-led communication and interaction.
- Ability to manage self-care; Balance work and personal life effectively.
- 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.
- Experience in appropriately managing confidential information.
- 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
- Ability to commit to sufficient shadowing to gain the knowledge, skills, and abilities listed above
- Approval of Volunteer Coordinator
- Successful completion of Womenspace training requirements
- Written and spoken bilingual fluency in English/Spanish preferred
- Commitment to Womenspace Mission.