

volunteer opportunity

office support volunteer

Position Description

As an Office Support Volunteer, you can help ensure survivors are warmly welcomed to the Downtown Support Center and receive the professional and compassionate support they deserve.

Office Support Volunteers provide regular front desk coverage to greet DVSAS clients in the Downtown Support Center.

Responsibilities include:

- Directing incoming calls to Helpline Volunteers and staff members
- Helping maintain a clean, calm, and professional environment by straightening the lobby and client meeting rooms
- Scheduling advocacy counseling sessions and other meetings
- Helping restock client snacks, support materials, and other office supplies
- Maintaining current client files
- Providing other office support such as photocopying and organizing

Volunteer Benefits

- Experience working with diverse populations
- Opportunity to build office management skills
- The chance to work with other compassionate, hard-working volunteers, clients, DVSAS staff and Board of Directors

The DVSAS Mission

No matter what their circumstances, every person deserves to feel safe, supported, and heard. At DVSAS, we support individuals affected by domestic violence and sexual assault and lead the community toward ending those abuses of power.

Qualifications

- Commitment to ending domestic violence and sexual assault
- Well-organized and able to work independently
- Familiarity with email and scheduling, word processing and spreadsheet software (i.e. MS Office, Word, & Excel)
- Comfortable working with people of varying socioeconomic backgrounds, sexual orientations, and racial diversity
- Ability to maintain confidentiality
- Available the first Tuesday of each month between noon and 4:00pm with a minimum six month commitment
- Successfully complete an in-person interview and criminal background check

Supervisor

Executive Assistant



ending violence, transforming lives

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TOLL FREE
1.877.715.1563
24 HOUR HELPLINE
1.360.715.1563
accepts 711 and other relay calls
Se habla español.