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**Job Title:** Support Services Volunteer for the Community Service Center

**Reports to:** Volunteer Program Manager& Administrative Assistant or Development staff

**Hours Per Week:** 4 hours per week, or otherwise specified

SafePlace, Thurston County's designated sexual and domestic violence services agency, has an opening for a full-time Communications and Grants Officer. We are an accredited, nationally recognized feminist organization committed to anti-oppression efforts as the foundation for management and services. More about SafePlace can be found at [www.safeplaceolympia.org](http://www.safeplaceolympia.org/).

Support Services Volunteers for Community Service Center will, in a culturally responsive manner, assist the Administrative Assistant and Development Team with administrative and office tasks such as, but not limited to, desk coverage, filing, and mailings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Essential Duties and Responsibilities of this position include the following. Other duties may be assigned.

Administrative

* Assist with answering the phone, filing, desk coverage, restock toiletries supplies and snacks in lobby as needed, and other office tasks at the Community Service Center front desk
* Maintain a clean and comfortable lobby area for clients
* Collaborate with staff to assist in data entry
* Assist in organization of donations as needed

Development

* Participate in large-scale mailings, and other such tasks
* Participate in set up, break down and general assistance during development events

**MINIMUM QUALIFICATIONS**

* Willing to participate in the first 3 ACT Trainings
* Ability to work independently and within a team structure
* Excellent communication skills, written and other
* Ability to work under pressure
* Ability to handle detailed work accurately
* Excellent organizational skills; experience managing several projects at the same time
* Ability to use the internet
* Ability to answer a multi-line phone
* Agreement with the SafePlace philosophy and the theory of empowerment
* Commitment to the need for client and agency confidentiality

**PREFERRED QUALIFICATIONS**

* Demonstrated understanding of domestic and sexual violence issues
* Experience working with diverse populations

To apply: go to <https://www.safeplaceolympia.org/volunteer/>

SafePlace employment is conditioned upon agreement with the SafePlace Philosophy Statement and passing a Washington State Patrol criminal background check.

SafePlace is an equal opportunity employer.  Our agency is committed to a culturally and ethnically diverse workplace.

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