



Bilingual Job Readiness Volunteer

The Women's Building (TWB) is a multi-cultural, multi-service center for women and gender expansive individuals in San Francisco's Mission District.

The **Community Resource Room** (CRR) provides assistance to hundreds of visitors each year who call or come to The Women's Building seeking information and referrals. Our free, bilingual (English/Spanish) services provide critical access to resources for employment, housing, health care, legal services, and more. We offer information and referrals, tech tutoring, job search assistance, legal aid, free tax preparation, an immigrant food pantry.

Hours: 4-8 hours per week, 8 hours may be divided into two days. Must be available for on-site services.

Volunteer Days available: Monday, Tuesday, Wednesday, and Friday

Available Workshop times:

Monday 10am-12pm Resume Writing Workshop

Tuesday 2-4pm Resume Writing Workshop

Wednesday 2-4pm Navigating Job Search Platforms

Friday 10am-12pm Navigating Job Search Platforms

(This position requires a 3-6 month minimum commitment)

Reports to: Daniela Flores (Program Coordinator)

General Responsibilities:

The Community Resource Room is looking for a **Job Readiness Volunteer** to support clients through a weekly, 2-step workshop process. This 2 step program will focus on:

1. Why do we need a resume and how to write one
2. How to use online job search platforms.

Training and workshop materials will also be provided to support you in your role as well as preparation in social service oriented positions and career opportunities. The volunteers will help with the hands-on activity of the workshops. Depending on interest, you may work on registration or facilitating the workshop.

Responsibilities include:

- Register clients for the workshop and walking them through the intake process
- Support clients with the hand on activity portion of the workshops
- Help prepare materials and the space for the workshops, including breakdown
- Support with outreach efforts for the Job Readiness Program
- Create and type job resumes in English for clients based on their skills and experience
- Conduct follow up calls with clients if necessary
- Input client information and documents into Salesforce database
- Research potential job opportunities on job posting sites and establishments
- Inform clients about other programs that can help them support their needs and goals
- Attend and assist events at TWB when needed
- Maintain the CRR as a welcoming place for people of diverse backgrounds



Qualifications:

- Job search experience is a plus!
- **Bilingual in Spanish/English**
- **Commitment to social justice**
- Excellent written and verbal communication ability to work both independently and commitment to working as part of a team
- Cultural humility and experience in working with diverse populations, including communities of color, immigrants, LGBT communities, and persons of various ages, socioeconomic backgrounds, health status, and abilities
- **Computer Fluency (Microsoft office and Google Suite)**
- Punctual, reliable and detailed oriented

Benefits:

- Gain awareness of the struggles and barriers faced by marginalized populations in San Francisco and Bay Area
- Working at the front lines of a community center space
- Get familiar with the services and programs offered by local San Francisco non-profit organizations
- Develop public speaking abilities, build communication skills, and network with other non-profit organizations.
- Familiarize yourself with program planning and implementation; manage efficiently the space for volunteers, clients and staff.
- Experience working with Salesforce, Microsoft Office, Google Drive
- Participate in social justice trainings and events
- Ideal for anyone pursuing work in the non-profit, social services sector or any office and community career

To Apply: Please email, resume, and availability with **Bilingual Job Readiness Volunteer** as the subject line

Contact: Citlali **Email:** citlali@womensbuilding.org