



CRR Front Desk 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 to address a need in their life. 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, access to technology, job search assistance, legal aid, free tax preparation, an immigrant food pantry.

Hours: 4 hours per week. 3 month commitment

Reports to: Daniela (Programs Coordinator)

Responsibilities include:

- Assist clients in-person in the CRR which includes:
 - Filling out client intake forms
 - Data entry for new and returning clients
 - Set up appointments for internal and partnership programs
 - Provide references and referrals
 - Filling out timesheets
 - Writing letters of concern
 - Translate paperwork
- Attend and assist events at TWB when needed
- Provide professional and kind assistance for people of diverse backgrounds
- Provide support and work closely with Program Coordinator

Qualifications:

- **Bilingual in Spanish/English**
- Commitment to social justice and to TWB's core values
- Excellent written and verbal communication and analytical skills
- 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 Word and basic Excel)
- Punctual, reliable and detailed oriented

Benefits:

- Gain awareness of the struggles and barriers faced by marginalized populations in San Francisco and Bay Area
- 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

To Apply: Please email resume and availability with CRR FRONT DESK as the subject line

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