



Bilingual Job Advancement Volunteer

The Women's Building (TWB) is a multi-cultural, multi-service center for women and girls in San Francisco's Mission District, which welcomes people of all genders.

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, access to technology, 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.

Days available: Monday, Tuesday, Wednesday and Friday

(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 search volunteer** to support clients through a holistic job search process including: resume building, interview readiness, job search, and applications. Training will also be provided to support the providing best services as well as preparation in social service oriented positions and career opportunities.

Responsibilities include:

- Starting an initial interview process with client to understand experience and needs
- Research potential job opportunities on job posting sites and establishments
- Assist in best interview practices and job application process
- Create competitive job resumes and cover letters as well as some job profiles using different platforms based on client's needs
- Set up appointments for follow up appointments and other programs
- Remind clients through phone call apps and text messages for their apps.
- Support clients by inviting them to be part of other programs that can help them support their needs and goals
- Maintain the CRR as a welcoming place for people of diverse backgrounds
- Attend and assist events at TWB when needed
- Assist CRR visitors in Spanish and English both for **information & Referrals**
- **4 to 6 hours (hours may be divided in 2 days) of regular client interaction for job search**

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 **CRR JOB ADVANCEMENT VOLUNTEER** as the subject line

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