

Office Support Volunteer

Position Description

As an Office Support Volunteer, you will provide assistance to DVSA administrative staff, as well as provide assistance to advocates working directly with those affected by domestic violence and sexual assault.

Responsibilities

- Creating new client files
- Maintaining current client files
- Database file management/Data entry
- Directing incoming calls to Helpline Volunteers and staff members
- Providing other office support such as photocopying and organizing
- Helping to maintain a clean, calm, and professional environment by tidying up client meeting rooms and lobby, and decluttering department areas as needed
- Help restock client snacks, support materials, and other office supplies
- Scheduling advocacy counseling sessions and other meetings

Qualifications

- Commitment to ending domestic violence and sexual assault
- Ability to maintain confidentiality
- Must be well-organized
- Familiarity with word processing software (i.e. MS Office, Word, and Excel)
- Ability to work independently and in a team
- Comfortable working with people of varying socioeconomic backgrounds, sexual orientations, and racial diversity
- Able to commit to at least four hours a week for a total of 12 months of service
- Successfully complete an in-person interview and background check



**Domestic Violence and
Sexual Assault Services**
ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
www.dvsas.org

24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*