



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

Job Announcement

Position Title: DV Front Desk/Program Admin
Department: Domestic Violence
Reports To: Domestic Violence Program Director
Status: Regular Full Time Non Exempt (37.5 hours per week)

Purpose:

The Front Desk Receptionist supports the DV Program Director and provides clerical and administrative support in several areas relating to the Domestic Violence Program, answering telephones, assisting in reception, office management and other clerical duties or special projects.

Primary Responsibilities:

Telephone, Mail and Reception

- Answer, direct telephone calls and take messages.
- Retrieve messages from general mailbox and transfer messages to appropriate mailboxes.
- Greet, provide information and referrals to clients and visitors, ensuring the
- Smooth operation of the reception areas as well as office equipment and the processing and distribution of mail and faxes.

Office Maintenance

- Order and maintain an inventory of office supplies.
- Ensure proper functioning of all office equipment.
- Order postage for postage meter.
- Organize and maintain agency and community brochures and resources.

Program Administrative

- Sort, record and file written material in alphabetical or subject order and maintain filing system. Assure accessibility of information.
- Organize and maintain all general office and client files.
- Gather, write and prepare information and packets.
- Compile and summarize advocates daily clients services and activities for the DV Program monthly report.

- Input counseling hours and case management on mental health reporting for monthly report on a monthly basis.
- Compile reports for outreach grants for Access to Advocacy services.
- Compile and summarize advocates daily clients services and activities for the DV Program monthly report.
- Make photocopies, type letters and documents as assigned.
- Work on reports and data entry as assigned by DV Program Director.

Teams, Meeting and Trainings

- Attend agency staff meetings.
- Take and transcribe minutes at DV staff meetings.
- Participate in special project duties and errands as assigned by the Program Director.
- Assist with setting up materials and refreshments for site visits and meetings.

MINIMUM QUALIFICATIONS

- Two years of related work experience and a college-level education or an equivalent combination of experience and education.
- Work experience in social service setting.
- Excellent computer skills (proficiency in Microsoft products such as Word, Excel, Access and Outlook).
- Strong oral and written communication skills.
- Excellent professional English usage, vocabulary and spelling.
- Ability to work effectively in a multi-ethnic environment with sensitivity to and respect for diverse cultures.
- Excellent organizational skills and ability to multi-task.
- Commitment to teamwork and collaboration.
- Work record of dependable, regular and predictable attendance.
- Ability to work flexible hours.
- Previous experience working with confidential information.

CLOSING DATE: Open until filled

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclId=19000101_000001&type=JS&lang=en_US

EOE

Refugee Women's Alliance is an Equal Opportunity Employer.