



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

ADMINISTRATIVE ASSISTANT VOLUNTEER POSITION DESCRIPTION

Providing administrative support and a welcoming presence to the Home Safe office.

HOURS:

Flexible weekly shift (office hours are M-F, 9am-5pm), preferred 4-hours one day per week or 2-3 hours two days per week.

LOCATION: North Seattle

MAJOR RESPONSIBILITIES:

New Beginnings provides services to those whose lives have been affected by domestic violence - physical, emotional, or sexual abuse. Some who use our services are in physical danger. Others are living with controlling partners in relationships that are emotionally abusive. In this position, you will help to impact the lives of our transitional housing residents who have experienced domestic violence and are working towards healing by:

- ✓ Being a welcoming presence in the front office
- ✓ Helping residents access resources available (bus passes, meetings with advocates, pertinent phone numbers, etc.)
- ✓ Providing clerical support to advocates
- ✓ Answering the office phone and front door
- ✓ Sorting mail for staff and residents
- ✓ Welcoming kids into front office

REQUIREMENTS: Becoming a volunteer at New Beginnings is a rewarding and engaging experience that requires a serious commitment. Requirements include:

- ✓ Respect of others' individual choices and values
- ✓ Attention to detail
- ✓ Excellent administrative skill
- ✓ Asks questions and looks for opportunities to help
- ✓ Comfortable with being in an office environment and sitting at a desk

BENEFITS: At New Beginnings, you'll find a close-knit group of passionate, dedicated professionals working with program participants and other community members to end domestic violence. You'll be a part of this mission – working towards the elimination of violence. You'll also develop or refine your advocacy skills and deepen your understanding of domestic violence.

If interested, please visit our website at: <http://www.newbegin.org/get-involved/volunteer> or contact the Community Engagement Coordinator at 206.926.3016 for next steps!