



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

CAP ASSISTANT VOLUNTEER POSITION DESCRIPTION

Providing administrative support to the Community Advocacy Program

HOURS:

Weekly shift (office hours are M-F, 9am-5pm), preferred 4-hours one day per week in the morning.

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
- ✓ Calling program participants to remind them of appointments
- ✓ Providing clerical support to advocates
- ✓ Sorting mail for staff and residents
- ✓ Restocking office supplies
- ✓ Other duties as needed

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.

OUR COMMITMENT TO YOU: At New Beginnings, we commit to provide a welcoming space for all and a meaningful volunteer environment for growth and development. We commit to working with equity and justice, working to provide a racially and socially just environment. We commit to listening with intention and honoring the lived experiences of all our colleagues.