

Description

Welcome Center Volunteer

AGENCY MISSION: Our mission is to build a community free from poverty by creating hope, opportunity, and action. We change lives by providing essential services, work together to improve our lives, organize for justice, and inspire our community to love, serve, and share.

VOLUNTEER JOB ANNOUNCEMENT

Sacred Heart Community Service, a community-based nonprofit organization, is looking for a *Volunteer Office Volunteer*. This individual must be highly organized, possess an ability to welcome community members, engage volunteers, and have a passion for our mission – to change lives and impact poverty. For nearly 60 years, Sacred Heart has been one of the leading institutions addressing poverty in Santa Clara County through a strategy that combines meeting basic needs, offering tools for self-sufficiency, and engaging the wider community to be involved.

Required Qualifications and Experience

- Strong commitment to our vision of a community united to ensure that every child and adult is free from poverty.
- Bilingual/Biliterate English/Vietnamese preferred.
- This position requires an individual to communicate with customers in person.
- Strong written and verbal customer service skills.
- Strong written and verbal communication skills.
- Adapts to changes in the work environment; manages competing demands; and attention to detail.
- Strong organizational and time management skills.
- Computer skills, including demonstrated proficiency in use of computer applications in Excel, customer database experience, and web-based applications.
- Ability to work collaboratively in a team environment and to work independently with limited supervision when necessary.
- Adhere and comply with agency policies and procedures.
- Ability to work with diverse communities and groups.

Schedule

- 3 month commitment requested
- Available Wednesday 12-4pm, Thursday 12-4pm, and Friday 9-12pm
- Flexible shifts available

For more information contact the Welcome Center Manager emiliac@sacredheartcs.org