



ANNOUNCEMENT: Job Opening

ADMINISTRATIVE ASSOCIATE (PART-TIME)

Location: The Presidio, San Francisco

[Futures Without Violence](#), a national non-profit and social change organization that works to end violence against women and children around the world. We're a team of educators, strategists, fundraisers, trainers and grass roots organizers who develop programs that can change social norms and prevent violence against women and children. We've also taken the lead in national programs that prevent bullying and relationship violence among teens.

RESPONSIBILITIES:

The Administrative Associate is responsible for providing exceptional visitor service as well as event and general administrative support as needed. This position is the first point of contact for visitors, vendors, and business partners and as such, staff in these positions must be professional, friendly, and possess excellent communication skills.

Essential Functions:

- Reception/Guest Services
 - Greet and welcome visitors
 - Answer and direct all incoming calls
 - Sort, distribute, and receive mail and shipments
- Event Rentals
 - Answer inquires and provide space tour
 - Coordinate room set up, IT, and invoicing in collaboration with Finance and other staff
 - Reception coverage off business hours or weekends during events
- Facility Maintenance
 - Track, schedule building maintenance and repairs
 - Meet contractors and track progress
 - Emergency point of contact
- Database
 - Provide data entry and quality assurance support
- Other administrative support as assigned

QUALIFICATIONS:

- Six months customer service experience
- High school diploma or GED certificate
- Ability to be professional and courteous with general public and members of our diverse community
- Able to exercise good judgment while working independently and collaboratively
- Punctual, neat and accurate in work habits; precise and detail-oriented
- Excellent telephone, written and interpersonal communication skills
- Computer proficiency required and data entry experience desirable
- Able to move from place to place which may include standing and/or walking for extended periods of time; lift and carry up to 75 pounds short distances
- Ability to work occasional nights and weekends
- Access to own transportation desirable and ability to respond to building emergency

This is a Part-time position working approximately 20 hours a week with benefits. Scheduling and hours may vary.

To Apply: Submit resume with a short cover letter to Minjung Kwok, mkwok@futureswithoutviolence.org

FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, gender, sexual orientation, gender identity, transgender status, marital or family status, veteran status, age, national origin, ancestry, religion, disability or medical condition, or any other basis protected by federal, state or local law.