



## **ANNOUNCEMENT: JOB OPENING**

### **ON-CALL RECEPTIONIST/ ADMINISTRATIVE ASSOCIATE**

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 Receptionist/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. This position reports to the Administrative Associate, and is part of the Operations group.

#### **Essential Functions:**

- Greet and welcome visitors
- Answer and direct all incoming calls
- Answer requests for information by phone, electronically and in person in a professional manner
- Sort, distribute, and receive mail and shipments.
- Assist with special events as needed
- Provide clerical support to staff and additional duties as required

#### **QUALIFICATIONS:**

- Six months customer service experience
- High school diploma or GED certificate
- Possess a friendly, outgoing, positive and enthusiastic attitude
- Ability to be professional and courteous with general public, educational community, and professional guests; comfortable interacting with senior management, high level donors, and all other members of our diverse community
- Able to exercise good judgment while working independently and collaboratively
- Reliable and a self-starter
- Punctual, neat and accurate in work habits; precise and detail-oriented
- Excellent telephone, written and interpersonal communication skills
- Computer proficiency required
- 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
- Able to use general office equipment and perform standard office functions, such as filing, faxing, and copying
- Ability to work occasional nights and weekends desirable

This is an on-call position that does not include benefits. Scheduling and hours may vary.

**To Apply:** Submit resume with a short cover letter to Lupe Ceja at [lceja@futureswithoutviolence.org](mailto:lceja@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.