

Bilingual Office Manager

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic and sexual assault.

Job Summary:

The Bilingual Office Manager will be the first point of contact for any client or professional seeking information and referrals at our Providence Drop-In Center. This person will be friendly, familiar with community resources, and welcoming to all who seek services through our agency.

Principal Duties and Responsibilities:

- Full-time position; Tuesday through Saturday from 10 a.m. to 6 p.m.;
- Assist clients with crime victim compensation applications;
- Provide information on support services and residential options for victims;
- Referrals to domestic violence and sexual assault case management and advocacy programs;
- Maintain support service referrals to community resources;
- Answer incoming calls to the center and manage the front desk and reception areas;
- Maintain program information to partnering agencies;
- Develop and maintain a comprehensive binder of community resources;
- Maintain postings of information to our clients about community events;
- Maintain this date in the EmpowerDB system and provide reports as requested; and
- Maintain a professional demeanor and appearance at all times.

Skills and Abilities Required:

- A comprehensive knowledge of community resources;
- Bilingual fluent in English/Spanish;
- Bachelor's degree in a related field is preferred; and
- A minimum of three professional references must be provided with a resume and cover letter.

This job description is intended to describe the general nature and level of work performed; the Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance

- Life insurance
- Paid time off

Job Type: Full-time

Salary: \$18.50 per hour/\$36,075 annual