Orcas Community Resource Center
Bilingual (Spanish/English) Community Support Assistant Job Description

SUMMARY

The Bilingual Community Support Assistant (BCSA) performs various general administrative tasks to provide support to Orcas Community Resource Center (OCRC) staff and clients. The BCSA assists with daily office needs, assists in maintaining a clean and orderly space, and supports the OCRC general administrative activities to facilitate smooth, day-to-day operation of the OCRC office. This position requires a bilingual Spanish/English speaker.

Core Job Responsibilities include, but are not limited to:

- Supports clients and overall mission of the OCRC as directed by the Programs Director
- Opening and closing of OCRC office as needed
- Answers phones, directs calls as appropriate, and checks messages
- Welcomes, supports, directs, and schedules visitors
- Ensures that the office is clean and orderly for daily operations
- Outreach to LatinX community with language support for Spanish speaking clients
- Maintains Apricot database
- Assists with Coates Cabinet inventory and restocking
- Assists with office cleaning
- Filing, photocopying, scanning, and faxing
- Provides direct support to the Programs Director (PD) including ad-hoc tasks, duties, and projects

Requirements:

- Oral and written proficiency in English and Spanish required
- Punctuality, adhering to work schedule
- Proven relative experience in an office environment
- Excellent time management skills and ability to prioritize work
- Works independently with minimal supervision
- Observes professional boundaries
- Problem solving skills with attention to detail
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Team player, collaborator, positive attitude
- Friendly, discreet, professional demeanor, uses sound judgement
- Accepts direction from supervisors
- Knowledge of basic office management systems and procedures
- Working knowledge of office equipment and software, i.e., printing, scanning, faxing documents, and software, including but not limited to Microsoft Office Suite (Word, Excel, etc.)