

Ecumenical Ministries of Oregon
Russian Oregon Social Services
4033 SE Woodstock Blvd
Portland, OR 97202

Clerical Volunteer Position

Purpose:

To provide clerical support for ROSS staff.

Responsibilities:

Volunteers provide support, sharing of expertise, and problem solving assistance to staff in the performance of the departments' duties, responsibilities, and projects. Such support includes, but is not limited to the following:

- Answering and directing phone calls
- Taking and distributing messages
- Organizing and scheduling meetings/appointments
- Sorting and distributing mail, faxes and other correspondence
- Photocopying, scanning and faxing
- Data entry and verification
- Filing and other organizing documents
- Keeping the office neat and tidy

Requirements:

- Must be able to work independently and under the supervision of office staff.
- Ability to communicate and work as a team member.
- Must be able to pass a criminal background check.
- Fluent spoken Russian
- Proficient written English
- Familiarity with Microsoft Windows OS and Microsoft Office software
- To commit for at least 6 months of service
- To act in a respectful and professional manner as a representative of EMO/ROSS

Position Guidelines:

- ***Confidentiality:*** You will be working with sensitive information and it is imperative that it is kept confidential. The names, addresses, or any other identifying information of ROSS clients cannot be disclosed to anyone. The only exception to this rule is if the survivor is in danger and the proper authorities need to be contacted.
- ***Reporting suspected child abuse and neglect:*** If any evidence of child abuse or neglect is observed, the volunteer is required to make a report to the ROSS Program Director.

Benefits:

- An opportunity to become acquainted with Russian culture and the local Russian-speaking community
- Personal fulfillment through contribution to community and individual
- Attainment of new skills and office work experience