



Arlington Charities is hiring a **Bilingual Client Services Assistant**. Arlington Charities' mission is to address food insecurity in the Arlington area. We accomplish this through a daily drive-thru pantry and other programs. This position will assist front desk client services staff which includes client intake, client follow-up, and other duties as needed. In person at 811 Secretary Dr. 76015. **Bilingual in Spanish Required.**

**Hours:** Agency hours are 8:15-2:00 Mon-Thur, closed Fridays.

**Pay:** \$13 per hour

**How to apply:** email resmue' to [casey@arlingtoncharities.org](mailto:casey@arlingtoncharities.org)

**Candidate requirements:**

- Fluency in Spanish and English required.
- Strong interpersonal, communication and presentation skills; ability to communicate information clearly (both written and oral).
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to organize, multitask, prioritize, and work under pressure.
- Proficiency in multiple computer and database systems including but not limited to MS Office Word and Excel.
- Ability to work as a team member, supporting events and initiatives.
- Professional appearance and demeanor.

**Job Responsibilities include:**

- Bilingual translation for clients.
- Assisting with client intake for walk-ins, drive thru and home delivery programs
- Assisting with homeless lunch program and SNAP signup days
- Inputting reports and record-keeping in Charity Tracker software.
- Participating in agency-wide programs including, but not limited to: holiday distributions, summer Read and Feed, and other special events. Occasional Saturdays required.
- Provides back-up to other staff/volunteer positions as needed.

Please Note: Limited benefits: Dental, Vision, Life. Paid holidays.