

Arlington Charities is hiring a Bilingual Client Services position. Arlington Charities' mission is to address food insecurity in the Arlington area. We accomplish this through a daily drive-thru pantry and other programs. Working closely with Program Director this position assists with all areas of client services. Ensures that all responsibilities are completed accurately and delivered with high quality and in a timely manner. **Bilingual in Spanish required.**

**Pay:** \$14 per hour.

**How to Apply:** Email resume to [casey@arlingtoncharities.org](mailto:casey@arlingtoncharities.org)

**Job Responsibilities include:**

- Bilingual translation for clients.
- Assist with answering phones and scheduling appointments and assisting walk-ins.
- Assist with reports and record-keeping.
- Participates in agency-wide promotions including, but not limited to: food drives, holiday distributions, and special events.
- Provides back-up to other staff/volunteer positions as needed.
- Other duties as assigned.

**Candidate requirements:**

- Fluency in Spanish and English required.
- High School graduate, some college preferred.
- Prior work experience in similar roles.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Strong interpersonal, communication and presentation skills; ability to communicate information clearly (both written and oral).
- Ability to organize, multitask, prioritize, and work under pressure.
- Proficiency in multiple computer and database systems including but not limited to MS Office Word, Excel, Power Point; knowledge of fundraising software a plus;
- Ability to work as a team member, supporting events and initiatives.
- Professional appearance and demeanor.

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