

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 drive-thru pantry, home delivery, and other programs. This position will assist primarily with the home delivery and senior programs which includes taking client orders, client follow-up, and assisting with reporting and record-keeping. This position will also assist in other areas such as the homeless lunch program, and other programs as assigned.

Hours: Monday-Friday, 8:15-1:00. Occasional after-hours and/or Saturday hours.

Pay: \$14 per hour

How to apply: email resmue' to casey@arlingtoncharities.org

Job Responsibilities include:

- Assisting home delivery coordinator in taking client orders over the phone and following up with clients.
- Bilingual translation for clients.
- Assist with reports and record-keeping in Charity Tracker software.
- Participates in agency-wide programs including, but not limited to: food drives, holiday distributions, and special events.
- Provides back-up to other staff/volunteer positions as needed.

Candidate requirements:

- High School graduate, some college preferred.
- Fluency in Spanish and English required.
- Social work or other social service experience preferred.
- 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.

Paid holidays, PLEASE NOTE: No health benefits provided.