Office Administration Volunteer Description 2023

ABOUT US: The Bill Sorro Housing Program (BiSHoP) is a unique housing service center inspired by the life and work of Bill Sorro. Bill was a human rights advocate, trade unionist, community organizer, and native San Franciscan. BiSHoP provides housing services such as housing application assistance, tenant's rights counseling, and tenant advocacy for low to moderate income individuals. Our clients are immigrants, veterans, seniors, people with disabilities, LGBTQ+, and members of other marginalized communities.

Office Administration Volunteer

Overview: Volunteer will manage the reception area and will serve as the first point of contact for new and returning clients seeking services.

Duties include, but are not limited to:

▪ Welcoming clients and other front desk reception duties including scheduling appointments
▪ Answering questions regarding BiSHoP services and the housing application process, and referring clients to appropriate BiSHoP staff when further assistance is needed
▪ Providing translation assistance and administrative support such as: answering and returning phone calls; collecting, organizing, scanning clients' documents; and scheduling client appointments with Housing Case Managers

Additional Details:

▪ Bilingual English-Spanish, English-Arabic, or bilingual English-Tagalog preferred, but not required. Language proficiency will be assessed as part of the interview process.
▪ Proficiency in Microsoft Word and Excel, and Google G Suite required
▪ Availability every Wednesday between the hours of 10am-2pm **highly desired**

Time Commitment: 10-15 hours per week

Interested? Please complete the Bishop Volunteer Application 2023 on our website!