



## Center for Nonviolence

235 West Creighton  
Avenue Fort Wayne, IN  
46807

### JOB VACANCY

**Position:** Front Desk Staff Member

**Salary Range:** Will be established according to CfN policies regarding part time wages/benefits.

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**GENERAL DESCRIPTION OF POSITION:** This staff member is accountable to their assigned Program Collective and will be responsible for reception, appointment scheduling, health and safety protocols, general clerical tasks, and data entry, maintaining the general organization and appearance of the front office/lobby area, and other duties as assigned.

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#### EXAMPLES OF DUTIES:

1. **Reception:** Greet and direct visitors to available and relevant staff, answer phone and record, direct or deliver messages in a professional manner.
  2. **Scheduling:** Schedule appointments for staff and clients, handle events registrations, book events or reservations.
  3. **Handling funds:** Accurately receive, file, record and secure fees, dues and other money
  4. **Clerical:** Support clients, program staff, and program admin staff as they navigate Google Suite and other tools by creating online and onsite correspondence, data entry, reports, etc. in a timely manner.
  5. **Filing:** Receive and sort mail, keep program forms in supply, receive and file forms from referral agencies and maintain all program and administrative files
  6. **Office maintenance:** Maintain order and decorum in the office, help manage supply orders, help coordinate office space
  7. **Health and safety:** Maintain and support the health and wellness policies and protocols set by the Center for Nonviolence to ensure the health and safety of staff and clients. Create and maintain safe and accessible walkways inside and outside the building for staff and clients.
  8. Other duties as assigned.
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#### SKILLS AND QUALIFICATIONS:

1. Strong written and oral communication skills.
2. Commitment to nonviolent practice in personal and professional life.
3. Knowledge and cultural competence in working with marginalized populations including language, culture, history. Must be fluent in a language(s) other than English if hired for a position serving non-English-speaking communities.
4. Knowledge of domestic violence dynamics, best practices for providing trauma-informed care, working with various systems and institutions, and understanding of effective client advocacy and social work practices.
5. After extensive training, must have the ability to work with minimal supervision with occasional monitoring and evaluation of performance. Must be self-motivated, detail oriented, well organized, dependable, productive, able to navigate multiple priorities; and able to function well under deadlines.
6. Ability to work and share power with individuals and groups (including staff and clients) from a variety of racial, cultural, and socio-economic backgrounds.
7. Must have a personal and professional commitment to confidentiality and ethics.
8. Ability to represent the Center for Nonviolence in a professional and ethical manner at all times.
9. Ability to present one's self as the public face of the Center when working with/networking in the wider community.
10. Knowledge of, and commitment to, gender and racial equity; feminist philosophies and practices; the empowerment and equality of all cultural groups served by CfN; and a commitment to ending all forms of oppression, including those based on race, age, gender, gender identity, sexual orientation, class, religion or disability.
11. Previous professional experience, training, or education in ethics, social work, social/human services, and group facilitation is a plus.
12. Ability to give and receive critical/constructive feedback, willingness to engage in deep self-reflection/introspection, and openness to, and interest in, collective model of consensus-building and decision-making.
13. Ability to adapt to a hybrid work model (virtual/off-site and in-person/on-site).

**Qualified candidates should send cover letter and resume via email ([info@centerfornv.org](mailto:info@centerfornv.org))**