

## Volunteer Opportunity Announcement YWCA Southeastern MA

### Organizational Background

Founded in 1911, the YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. As the only YWCA south of Boston, this human service nonprofit has delivered programs and services to women and their families for over 100 years in the Bristol, Dukes, Plymouth, Barnstable, Cape and Island counties of Massachusetts. Most of the YWCA's 4,000 annual constituents reside below the poverty, economic and educational attainment levels of the state and nation with prevailing characteristics such as domestic violence, recent incarceration, substance abuse, single-parent settings, foster care, and low-income status. In order to support the diverse needs of the women and children that are served, the YWCA Southeastern Massachusetts holds four program areas including Youth Services, Health and Wellness, Adult Services and Residential Services.

### Volunteer Position Available:

#### Administrative Services:

Receptionist: Available Hours (Flexible-Intern can commit to some or all days)

2pm-4pm Monday-Thursday and Friday 9am-4pm

Duties: Answer and direct incoming calls, greet and direct visitors. Collect incoming mail and package deliveries and light office work.

Qualifications: Professional demeanor, can handle multiple tasks and has the ability to communicate effectively both on the phone and in person.

Instructions: Please send an email with a resume or statement on why you would like to volunteer for the YWCA Southeastern MA and your availability to:  
amoniz@ywcasema.org