



AGENCY MISSION: Eliminating racism & sexism to advance the political, social & economic status of all women and girls. Our vision is a world where all people are valued, live free from oppression and thrive in a just society.

The Economic Empowerment Program (EEP) is a non-traditional, holistic gender responsive workforce development program. The Training you will receive is trauma informed and centered on empowerment, healing, and community care.

ESSENTIAL FUNCTIONS: The Human & Social Services track will prepare you to provide client services, including support for families, in a wide variety of fields

- ◆ Provide administrative support for all levels of staff in the non-profit, social & human services sector
- ◆ Greet public and direct clients to appropriate resources
- ◆ Receive and process donations of personal hygiene products to the YWCA's Other Bank by entering data using QuickBooks software; provide donation receipts to donors and process incoming donations
- ◆ Repackage and stock Other Bank product shelves and maintain product inventory counts
- ◆ Determine products available for distribution on Other Bank Service Days (Wednesdays) and as a member of a team, assist in the distribution of products to clients
- ◆ Using data reports, forecast future product needs
- ◆ Post Other Bank updates to social media account and conduct outreach activities, as assigned
- ◆ Prepare Kathleen's Closet retail center for client appointments and complete paperwork
- ◆ Inventory Kathleen's Closet on a monthly basis
- ◆ Confirm Kathleen's Closet appointments and respond to emails inquiring about Kathleen's Closet
- ◆ Assist clients in selecting professional clothing in Kathleen's Closet

<u>Skills Level</u>	<u>Skills Development</u>
ENTRY level skills will focus on...	Customer Service/Retail Data Entry Information & Referral Clerk
INTERMEDIATE level skills will focus on...	Project Management Marketing/Outreach Supervision Outcomes/Reporting

Completion of this training will qualify you for in-demand jobs: administrative assistant, information clerk, social & human services assistant, retail sales, and/or program assistant.

YWCA Olympia is an Eligible Training Provider. Women's Economic Empowerment Program information is available on the WA CareerBridge website at:

http://www.careerbridge.wa.gov/Detail_Program.aspx?program=13427

To Register:

Online: <http://www.ywcaofolympia.org/program/economic-empowerment-program>

In Person: 220 Union Ave SE Olympia, WA 98503

Email: Tatomya Wimbish, twimbish@ywcaofolympia.org

The YWCA of Olympia is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual candidates are encouraged to apply. The YWCA of Olympia is an Equal Opportunity Employer, Program, Volunteer Opportunity & Internship Provider