



## Join Our Team: On-Call Front Desk Worker

**Organization:** Centreville Immigration Forum (CIF)

**Location:** Centreville Labor Resource Center (CLRC), 5944 Centreville Crest Ln, Centreville, VA 20121

**Position Type:** On-Call / Substitute

**Compensation:** \$18/hour

**Schedule:** Primarily Saturdays; additional weekdays as needed

**Hours:** 6:00 AM – 11:00 AM (Spring/Summer) | 7:00 AM – 12:00 PM (Fall/Winter)

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### About Us

The CIF is a nonprofit organization dedicated to fostering a community that offers acceptance and opportunity for all. Our largest program, the Centreville Labor Resource Center (CLRC), provides a safe and organized environment where day laborers and employers can negotiate fair employment terms.

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### Position Overview

We are seeking mature, dependable, and culturally aware individuals to serve as on-call front desk workers at the CLRC. In this role, you will facilitate job arrangements between employers and day laborers, ensuring clear communication between members and potential employers. Additionally, you will maintain accurate records.

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### Key Responsibilities

- Facilitate job placements between employers and workers
  - Ensure mutual understanding of job requirements and fair compensation
  - Maintain accurate records
  - Communicate with various stakeholders and uphold organizational values
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## Qualifications

- Fluent in English and Spanish
- Strong multitasking abilities (e.g., managing phone calls while assisting members)
- Excellent organizational and interpersonal skills
- Proficient in Google Suite, and willing to learn new software
- Customer service experience is preferred

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## How to Apply

Interested candidates should fill out the following [form](https://forms.gle/QbvLsH3y65nSPCsGA): <https://forms.gle/QbvLsH3y65nSPCsGA>

Applications are reviewed on a rolling basis.

If you do not receive an immediate response, your application will be kept on file for up to six months for future openings.

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For more information about CIF and its programs, visit our official website:  
[centrevilleimmigrationforum.org](http://centrevilleimmigrationforum.org).