



Empowering Youth to End Domestic Violence

Office Volunteer

Commitment: Minimum 20 hours annually
2-8 hours a week

Location: Los Angeles Office

Service Description:

Help make Break the Cycle's National Headquarters and Los Angeles office more productive and efficient. You will complete a variety of tasks from stuffing envelopes to calling important people. Volunteer your time to assist with the nuts and bolts of our operations.

Skills You Will Use:

- Familiarity with Microsoft Office
- Attention to detail
- Ability to communicate well
- Creativity

Skills You Will Build:

- Database management
- Letter writing
- Organizing/filing data
- Creating materials
- Other office duties

How to Get Started:

Complete the Break the Cycle [volunteer application](#), specifying the *office volunteer* service track. We will contact you to schedule your first day.

Leadership Track:

Want to do more? Once you have set up a regular schedule and proven dependable, you will find more interesting projects coming your way. Past office volunteers have created content for the web, participated in peer leader groups, created a data management system and more. We promise to use your talent and provide you with a valuable volunteer opportunity.

National Headquarters & Los Angeles Office

5200 W. Century Blvd., Suite 300
Los Angeles, CA 90045
T: 310.286.3383 F: 310.286.3386

Public Policy & Washington, DC Office

P.O. Box 21034
Washington, DC 20009
T: 202.824.0707 F: 202.824.0747

volunteer@breakthecycle.org | www.breakthecycle.org | www.thesafespace.org