

# Society of St. Andrew

3383 Sweet Hollow Road • Big Island, VA 24526 • 434-299-5956 • endhunger.org

*The Society of St. Andrew is a faith-based 501(c)(3) nonprofit organization, headquartered in Big Island, Virginia. The focus of its work is sharing fresh fruits and vegetables with hungry people throughout the United States.*

**Title:** Staff Assistant  
**Hours:** Part-time, part-year — flexible; up to 5 hours daily, 180 days/year  
**Salary:** \$10.00 - \$12.50 per hour, DOE  
**Reports to:** Barbara Lipford, Development Assistant  
**Starting date:** September 1, 2017

## **Duties:**

1. Answer phone and forward calls to appropriate staff person, during assigned hours daily.
2. Print (as needed), assemble, and mail all seasonal material orders.
3. Print, assemble, and prepare bulk mailings and other materials, as requested.
4. Help maintain materials inventory.
5. Handle package mail preparation with specialized software, as needed.
6. Log Alternative Christmas Card orders into computer database and file relevant paperwork.
7. Other duties as may be assigned.

## **Requirements:**

1. High school diploma or GED
2. Keyboarding proficiency
3. Microsoft Office proficiency (Word, Excel, Outlook)
4. Attention to detail
5. Willingness and ability to learn new skills and computer programs
6. Pleasant and professional phone manner
7. Ability to lift up to 25 pounds regularly

## **Preferred:**

Two years of college or two years of office work experience

## **Benefits:**

As a part-time, seasonal employee, insurance and 401K benefits are unavailable. The Staff Assistant will earn 5 hours vacation and 5 hours sick leave per month worked. Hours are flexible and ideal for someone looking for meaningful work in a pleasant environment, on school days, during school hours, with summers off. Dress is casual.

## **To Apply:**

Email a cover letter and resume to [barbara@endhunger.org](mailto:barbara@endhunger.org). Your resume should include your educational background and your work history. If we call you for an interview, we will ask you to provide three references. If you don't have internet access, please mail or hand-deliver your cover letter and resume to the address above.

The Society of St. Andrew is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.