

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

Gleaning Network • Potato & Produce Project • Harvest of Hope



Staff Assistant

Title: Staff Assistant
Location: Big Island, Virginia (Lynchburg/Bedford area)
Salary: \$15.00 per hour
Hours: Part-time, 900 hours per year, roughly September - April, 9AM - 2PM or similar
Reports to: Development Assistant
Starting date: September 1, 2024
Application Info: Email résumé and cover letter (Word or PDF) to D'Lynn Burgess, Human Resources Director at hr@endhunger.org

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$4.3 million annual operating budget in 2024, seeks a Staff Assistant to work closely with the Development Assistants, Church Relations Director, and Mail and Production Coordinator to print and assemble seasonal devotional orders, bulk mailings, database entry, and answering calls.

Specific Duties and Responsibilities:

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)
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

Other duties may be necessary or assigned from time to time.

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. All necessary office equipment, furnishings, and supplies will be provided.

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.

Other:

Successful reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at will.