

Part-Time Assistant – Believe in Books Literacy Foundation

Position Summary

The Part-Time Assistant will support the office managers and staff with daily operations at the Believe in Books Literacy Foundation. This position is a hands-on role that involves administrative tasks, customer service, events, volunteers, marketing support, and assisting with the Foundation's literacy programs and fundraising activities.

Responsibilities include:

- Answering and directing phone calls and assisting visitors
- Selling tickets for events and programs
- Assisting with daily office tasks and general administrative duties
- Working with volunteers on projects such as gift boxing and event preparation
- Pricing, organizing, and restocking products in the Believe in Books store
- Assisting with occasional bartending during events
- Distributing posters, flyers, and other marketing materials throughout the local community
- Helping with literacy programs, outreach activities, and Foundation events
- Assisting with event setup, breakdown, and general event needs
- Providing friendly and helpful customer service to guests, volunteers, and community members
- Performing other general duties and projects as needed

Ideal Candidate:

The ideal candidate is dependable, friendly, organized, comfortable working with the public, and willing to jump in wherever help is needed. Because this position supports many different areas of the Foundation, flexibility and a positive attitude are important.