



233 4th Street NW, Suite L
Charlottesville, Virginia 22903
Phone (434) 977-3838

Job Description: Program Support Assistant

Literacy Volunteers is seeking an individual with excellent office skills to work approximately 8-10 hours per week. Shifts are Mondays and Tuesday between 3-7 pm, plus a few floating hours which can be determined by employee.

Duties include:

- Greet tutors and students from front desk in a friendly, helpful manner
- Help students when they encounter technical trouble with their English-language software program on the computer
- Help tutors find materials in the LVCA library
- Answer phone
- Mail merge letters
- Help with database upkeep and data entry
- May include proofreading of letters and other written work
- May include some tasks related to our annual fundraising event, “Wordplay”
- Filing
- Appointment scheduling
- Program activity scheduling
- General straightening up before leaving the office
- Supply administrative support to the LVCA program as needed

The successful candidate will know the complete suite of Microsoft Office products, including Access. Experience working in fundraising databases is a plus. Must be detail oriented, exceedingly patient with individuals who do not speak English as their first language, enjoy working with people from other parts of the world, and have a pleasant disposition.

This is a part-time hourly position paying between \$11 and \$14/hour depending on experience. Send note and resume to ellen@literacyforall.org if interested. Please include the job title in the subject line.