

Children & Family Resource Center

"BULK MAILING PROCESSORS"

Duties Include:

Preparing Newsletters, Donor mailings, Special Event Invitations, Annual Reports, etc., for mailing. This usually consists of affixing address labels, folding and stapling, stuffing of envelopes, etc.

Qualifications:

Able to work as part of a team in a friendly and cooperative manner.

Time Commitment:

Flexible hours, generally once a month for 2 to 3 hours
On Call, as required

Supervision:

Center Staff

Benefits:

Making a contribution to and being part of a Team that is committed to making a positive difference in the community.