



## **Production and Shipping Assistant**

Seedlings Braille Books for Children (an award-winning nonprofit organization in Livonia, MI) seeks a qualified part-time person to work with our Production and Shipping Department to prepare our braille books for shipping to children around the world.

Are you compassionate and want to help others?

Would you enjoy giving blind children the opportunity to read?

Would you like to work with a small, dedicated staff and hundreds of wonderful volunteers and donors?

Then Seedlings is the place for you!

### **Your responsibilities would be to:**

Process and pack braille book orders

Process braille-only and print-braille-and-picture books

Greet and assist visitors

Assist with answering phones and taking sales orders

### **Required Qualifications:**

High school diploma or equivalent

Able to stand for long periods of time, pack & stack boxes for shipping

Braille knowledge or willingness to take online course to learn basic braille

A desire to help give the gift of literacy to blind children around the world

### **Key Attributes we are seeking:**

Ability to work independently and also in a team environment

Excellent attention to detail & multitasking skills

Strong organizational & interpersonal skills

Exemplary customer care skills

Good problem solving skills

Strong computer skills

Position has flexible days and hours, likely 15-20 hours/week, during regular office hours (Monday-Friday, between 9:00 am and 5:00 pm). Compensation will be \$15-16/hour, depending on experience. Paid vacation days and PTO available after 6 months.

For more information on Seedlings, see: [www.seedlings.org](http://www.seedlings.org)

If interested, please send cover letter and resume to: [seedlingsbraille@gmail.com](mailto:seedlingsbraille@gmail.com)

Seedlings Braille Books for Children is an Equal Opportunity Employer.