



# EARTHWISE SOCIETY

*Cultivating Sustainable Communities*

Job Opening  
Posted: September 21, 2009

## **Office Assistant**

We are seeking an individual who is able to donate one to three mornings (4 -12 hours) a week to help with seasonal and ongoing indoor jobs. The tasks required are flexible and negotiable based on what experience you have, what experience you are looking for, and what you are comfortable working on. This is a volunteer position; we will be happy to provide a letter of reference to prospective employers upon request.

Tasks we need help with include:

### **Indoor Jobs**

- Printing and folding (prepared) color brochures for various programs and workshops
- Cut business cards, print posters, postcards, or flyers
- Depending on your comfort level, answering basic queries from walk-ins and phone calls, directing phone calls and/or taking messages
- Researching information for press releases and workshops
- Research and/or write newsletter articles, recipes, etc.
- Organize files
- Maintain membership and volunteer lists on email and excel database
- Phone volunteers or members without email addresses to keep them updated
- Print and assemble plant labels
- Organize our Resource Library

### **Outside Jobs or Jobs around the community:**

- Post posters
- Deliver event invitations & requests for silent auction donations
- Label plants
- Give 20-30 minute garden tours to elementary school children (requires criminal record check)
- Deliver educational flyers
- Deliver farm store postcards in your neighborhood

---

6400 3<sup>rd</sup> Avenue  
Delta, BC  
V4L 1B1

Phone: 604-946-9828  
[info@earthwisesociety.bc.ca](mailto:info@earthwisesociety.bc.ca)  
[www.earthwisesociety.bc.ca](http://www.earthwisesociety.bc.ca)