



Braille Production & Operations Assistant

Seedlings Braille Books for Children (an award-winning nonprofit organization in Livonia, MI) seeks a qualified person to be our part time Braille Production & Operations Assistant.

Are you compassionate and want to help others?

Do you like to have fun at work while making a difference in the world?

Would you enjoy giving blind children the opportunity to read?

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

Then Seedlings is the place for you!

Key responsibilities:

- Production:
 - Process braille-only books: run braille embossers; run burster machines; bind, check, and shelve books
 - Process print-and-braille books: run burster; bind, check, and shelve books
 - Assemble print-braille-and-picture books: use paper cutter to cut plastic sheets of braille into pieces and affix each piece under the corresponding print words on each page; check and shelve books
- Shipping:
 - Assist with the preparation and packing of braille book orders
 - Ensure accuracy and quality of orders through careful attention to detail
- Operations:
 - Work closely with volunteer coordinator(s) to assist in the scheduling, management, and training of volunteers
 - Occasionally provide customer service by answering phones, taking orders, and helping walk-in customers, when necessary
- Collaborate with other Production and Shipping Assistant(s) to ensure department efficiency and coverage
- Other office duties, as assigned, which may change at any time with or without notice

Required qualifications:

- High school diploma or equivalent
- Braille knowledge or willingness to take an online course to learn basic braille
- Experience with nonprofits a plus
- Computer skills, including use of the following programs: Microsoft Office, Google Suite
- Basic customer service skills/experience assisting customers on the phone
- A desire to help give the gift of literacy to blind children around the world

Key attributes we are seeking:

- Exceptional attention to detail and the ability to multitask
- Excellent communication skills, including written and oral professional communication in person and over the phone
- Excellent organizational and interpersonal skills
- Strong critical thinking and problem solving skills

- Ability to work independently and in a team environment
- Strong computer skills, including Microsoft Office, Google Suite, and Slack
- Ability to be proactive when needs arise
- Strong positive attitude

Job perks:

- Opportunity for flexible scheduling, as needed
- Ten paid holidays
- PTO available after 3 months
- Work with a small, collaborative and passionate staff and hundreds of dedicated volunteers
- Opportunity for future training and paid staff development

Position will be 25 hours/week, Monday through Friday from 12pm-5pm. Pay range is \$15-17/hour, commensurate on experience, skills, etc.

For more information on Seedlings, see: www.seedlings.org

If interested, please send cover letter and resume to: seedlingsbraille@gmail.com

Incomplete applications will not be considered. Only applicants on the shortlist will be contacted.

Seedlings Braille Books for Children is an Equal Opportunity Employer.