



Serving · Inspiring · Loving · Others

SILO is a welcoming and diverse group of friends who come together to Serve, Inspire and Love Others in our community.

We're looking for a
Part Time, Temporary, Administrative Assistant
to join our team.

Position Duration: November through February

Weekly hours: 8-10 hours/ week with additional hours in January

Location: Split between in-person work in our small office (masks required) and working from home.

Flexibility: Hours can be shaped to suit virtual schooling parents, though a weekly schedule will be created and maintained.

Personal laptop or tablet with MS Office Suite and high speed internet required.

Skills:

- QuickBooks
- MS Office Suite
- Google Workspace
- Office/ supply management
- Volunteer coordination
- Diverse cultural competence, essential
- Bilingual- Spanish and/ or Mam speaking, ideal

Mindset:

- Compassionate
- Detail oriented
- Hard working
- High work standard
- Able to independently deliver tasks as assigned
- Willing and quick to learn
- Capable of delivering multiple tasks simultaneously
- Flexible to complete various tasks as needed

If you or someone you know are interested in the position, please email resume/ CV to Melissa@oxfordsilo.com.