

## **Administrative Help Wanted**

SUFI SERVICE COMMITTEE (BOSTON), a charity organization trying to end hunger and homelessness, is currently looking for administrative assistance for data entry, writing short essays or reports and PR. Requirements include speed and accuracy, punctuality, concise & creative writing. One day a week on a Tuesday, Wednesday, Friday or Saturday from 8 am till 4 pm. The position is available now and it runs beyond the summer into school year. Compensation ranges from \$11 to \$15 per hour depending on the years of experience especially the quality of writing. This position may run into the school year as well.

Contact:

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