

The Sikh Foundation Part time Position



THE
SIKH FOUNDATION
I n t e r n a t i o n a l



The Sikh Foundation has a part time position at its office for a person having **good oral and written communication skills, computer literacy and an ability to multitask** for the following duties:

- Office management including taking care of online sale orders, mailing and vendor management.
- Assisting with Sikh Community Events.
- Assisting with webpage, newsletter & Social media postings.
- Marketing our products.

Work hours can be flexible and set between 9am-5pm Monday-Friday. Salary will be between \$10-12 an hour.

If you are able to take on all or part of the above work, please send your resume to Sonia Dhami at sonia@sikhfoundation.org

Our address: 580 College Avenue
Palo Alto CA 94306

Learn more about the Sikh Foundation and our projects at www.sikhfoundation.org

650.494.7454