

Loaves and Fishes for St. Louis Inc.

Job Title:

Office Assistant

About L & F:

Founded in 1982, the mission of Loaves and Fishes for St. Louis is to provide uplifting and supportive services that empower our clients to become financially secure and have a stable home.

Job Summary:

The Office Assistant is responsible for ensuring that both locations operate in an effective and efficient manner without unnecessary interruptions.

Responsibilities:

- Answer telephone calls and assist walk-in guests pleasantly and professionally.
- Ensure that the Admin Office is clean and presentable.
- Monitor office supply inventory for both locations and place office supply orders.
- Assist in special events as needed.
- Perform administrative duties, including copy/printing orders, data entry, information and technology management, and other organizational projects as assigned.

Duties:

- Answer all phone calls, send calls to the appropriate person, and provide correct information to caller.
- Provide proper tax documentation to walk-in donors.
- Track shelter “basic needs” list for purchase and donor requests.
- Maintain petty cash.
- Assists, as needed, with volunteers.
- Order supplies for both locations - office, and shelter.
- Maintain a well-organized office, office supply closet, and storage room.
- Maintain a healthy relationship with volunteers and donors.
- Assist Leadership Team with projects.
- Perform all work functions and duties with the highest level of professionalism and integrity, with the highest level of confidentiality.
- Perform other duties as needed.

Direct Supervisor – Development Director

L&F Values and Culture:

- Treat all clients, visitors, and employees with respect and dignity.
- Adheres to L&F policies, procedures, code of conduct, and attendance rules.
- Maintain strict confidentiality of all information.

Qualifications:

- High School Diploma or GED required – Associates or Bachelor’s degree preferred.
- 1-2 years’ experience in Administration role.
- Self-starter with attention to detail and problem-solving skills.
- Proficient in Microsoft suite (WORD, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication.
- Understanding of computer and office technology
- Positive attitude with the ability to be a team player.

Employment Information:

Full time (40 hours a week) Monday – Friday 8:30am until 5pm.

Benefits include – supplementary insurance, 401(k), accrued vacation and sick time, 11 paid holidays.

To Apply:

Please submit cover letter and resume to Jackie Karalunas, Development Director at

jkaralunas@loavesandfishes-stl.org

No phone calls please.