

Loaves and Fishes for St. Louis Inc.

Job Title: Office Assistant

Salary Range: \$15 - \$16.50 hourly

About Loaves and Fishes for St. Louis:

Founded in 1982, Loaves and Fishes for St. Louis's mission is to provide uplifting and supportive services that empower our clients to become financially secure and have a stable home. We aim to provide support for the homeless through our homeless services and assistance with food needs through our food pantry. Additionally, we prioritize prevention efforts to address the root causes of homelessness.

Job Summary:

The Office Assistant is responsible for ensuring that both locations operate effectively and efficiently without unnecessary interruptions.

Responsibilities:

- Answer telephone calls and assist walk-in guests pleasantly and professionally.
- Ensure that the Administrative Office is clean and presentable.
- Monitor office supply inventory
- Assist Food Pantry with new client intake and scheduling client pickups
- Assist the CEO and the Development Team with tasks/special events as needed.
- Provide proper tax documentation to walk-in donors.
- Perform administrative duties, including copy/printing orders, data entry, information and technology management, and other organizational projects as assigned.
- Perform all work functions and duties with a high level of professionalism and integrity, along with the highest level of confidentiality.

The Office Assistant is a part of the Development team and will report to the Director of Development. This is a full-time position with occasional evening and weekend hours.

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 – Associate's degree preferred.
- 1-2 years experience in an 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 - Monday – Friday, 9am until 5pm.

Benefits include – supplementary insurance (medical/dental/vision), 401(k), 120 hours of PTO (after 90 days), and 13 paid holidays.

To Apply:

Please submit a cover letter and resume to jkaralunas@loavesandfishes-stl.org, with the subject line: **Office Assistant**.

No phone calls, please.