

**DWS Position Posting Job Summary:**

**Office Assistant**—This rewarding position at Community Action Services and Food Bank works to support and assist the office in running smoothly. The primary task will be to work at the front desk, assisting clients and answering questions. There will also be some tasks assigned on a daily and weekly basis as well as general office work: making copies, preparing paperwork, filing, etc. A basic knowledge of computer use is a must, and the ability to speak Spanish is a plus. The position is part-time and offers flexibility with weekly scheduling, but applicants must be available Monday and Friday. Partial benefits are available. Community Actions Services is an equal opportunity employer.

**Job Announcement  
Office Assistant**

**Job Title:** Office Assistant, Part-Time (up to 25 hours per week)

**Starting Pay:** \$13–15 per hour (Negotiable dependent upon qualifications, with partial benefits)

**Position Summary:**

The office assistant will be responsible for working at the front desk during scheduled times while also having tasks and projects to complete throughout the day. Clients will call and walk in, and the assistant must be able to answer questions and keep the flow of people in the lobby moving. General office tasks such as accepting packages, opening mail, filing, etc., are also expected.

**Duties and Responsibilities:**

- Operate the front desk in an efficient and helpful manner
- Assist department members by relaying messages and delivering information when needed
- Answer phone calls, answer questions, and guide clients to available resources
- Build positive relations with clients by greeting them cheerfully and assisting them in finding the help they need
- Support safety, health, operational efficiency, and workplace cleanliness and organization
- Opening mail and assisting in verifying contents

Other duties may include the following:

- Work with the finance director on projects and assist with office improvement
- Assure that personal work areas are organized, clean, safe, and free of clutter
- Be willing and available for extra assignments as needed or requested
- Maintain a cheerful and courteous service relationship with businesses, schools, employees, volunteers, store personnel, visitors, donors, clients, and administrators

**General**

- Be a team player (i.e., positive, cooperative, honest, and dependable)
- Adhere to all agency policies and procedures
- Support team and agency staff meetings
- Communicate clearly and effectively (email, phone, correspondence, and interpersonal)

- Cooperate with food bank supervisors to support efficient warehouse/pantry operations and to utilize volunteers in meaningful and positive work experiences
- Build rapport with clients, staff, partners, volunteers, donors, and others
- Keep accurate records, schedules, timesheets, and documentation
- Perform all other duties as assigned

**Factors**

- Ability to lift 40–60 lbs. on a regular basis
- Honest, fair, and straightforward conduct in carrying out assignments
- Strong oral and written communication skills (Spanish is a plus.)
- Excellent interpersonal and customer service skills
- Ability to direct and lead others, problem-solve, and multitask
- Ability to work in periods of high activity levels
- Dependable and motivated self-starter
- Ability to work regularly in the evening and occasionally on weekends

**Qualifications**

- Minimum of two years related experience or equivalent education preferred (Attainment of higher education or related certifications is helpful.)
- Confident self-starter and professional team player
- Demonstrated ability to take initiative and plan/carry out a project from beginning to end
- Demonstrated PC skills (Excel, Access, Microsoft Office, etc.)
- Experience in developing and maintaining positive working relationships with persons from a wide variety of backgrounds

**How to Apply:**

Complete the required agency employment application and narrative questionnaire within the required timeframe. Submit completed documents to Community Action Services and Food Bank at 815 South Freedom Boulevard, Provo, Utah. The application documents will be posted on the agency’s website ([communityactionprovo.org](http://communityactionprovo.org)) under Employment. Applications can be made with Indeed.com for positions that are posted with that service.

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