



**DIAMOND DIVA EMPOWERMENT FOUNDATION**  
1027 S. VANDEVENTER AVENUE, SIXTH FLOOR  
SAINT LOUIS, MISSOURI 63110

## OFFICE ASSISTANT JOB DESCRIPTION

<b>Job Title:</b>	Receptionist/Office Assistant (Intern)
<b>Job Pay:</b>	Summer Intern Position/Volunteer Hours
<b>Job Type:</b>	Non-Profit Organization
<b>Job Culture:</b>	Domestic Violence
<b>Schedule:</b>	Monday thru Friday, 9am – 5pm
<b>Work Location:</b>	Corporate Headquarter - St. Louis
<b>COVID-19 Precaution(s):</b>	<ul style="list-style-type: none"><li>• Social distancing guidelines</li><li>• Sanitizing, disinfecting, or cleaning procedures</li><li>• Monthly COVID test</li></ul>

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### ABOUT US:

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being. Our purpose is to be a necessary resource to women and children; primarily focusing on those who have experienced the effects of domestic violence. Through our program each survivor will be able to freely walk this journey called life, truly recovered, and become healed wholly from domestic violence and other socio-economic struggles.

### OFFICE ASSISTANT RESPONSIBILITIES:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

### OFFICE ASSISTANT REQUIREMENTS:

- High school diploma or associate degree required.
- 2-3 years of office experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Ability to work well under pressure.
- Great communication skills.
- Have reliable transportation and a valid driver license.

**Send resume to [office@2def.org](mailto:office@2def.org)**