



The Urban League of Metropolitan St. Louis, Inc.

Volunteer Position Description

Position Title: Employment Assistant

Immediate Supervisor: Employment Specialist

Job Description

The Employment Assistant is responsible for assisting clients to achieve self-sufficiency by assisting with preparing them for employment within the community. Assistance would be provided in the form of resumes, employment vocabulary, and interviewing techniques as well as preparation for job fairs. Other duties may include making and answering telephone calls, typing, filing, and sorting documentation. This position requires a pleasant personality, and an ability to use word processing software.

Available sites include:

- 3701 Grandel Square
- 8960 Jennings Station Rd

Time Commitment:

Requires a minimum commitment of 2 hours, 2 days per week.

Hours of Operation:

- Monday thru Friday - 8:30 am – 5:00 pm

This opportunity is available to

- Adolescents
- Adults
- Small groups (2 – 10) during job fairs.

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108