

# LOCUST CENTRAL BUSINESS DISTRICT REQUEST FOR APPLICATIONS FOR ADMINISTRATIVE ASSISTANT SERVICES, PART TIME

MARCH 2026

The Board of Commissioners of the Locust Central Business District ("LBD") is seeking an independent contractor to serve as Administrative Assistant.

## Scope of Services, Work Conditions, Hours, Reporting, and Pay:

The services sought are included in Exhibit A, at bottom.

The LBD maintains an office at 2223 Locust St., St. Louis, MO 63103. The office, two storage areas, conference area, and restrooms are located on the building's first floor. Access to the storage areas requires lifting of a retractable metal gate. Standard office equipment is available. Parking is at metered spots on the street.

Work hours will fluctuate but are estimated between 45-60 hours per month / 10-12 hours per week. The Board meets on the second Wednesday of each month in the afternoon. Those days will require set time of approximately four hours. Otherwise, the time of work is flexible to meet the needs of the office. The Administrative Assistant should be available via telephone and text during normal business hours.

The Administrative Assistant reports to the Executive Director at the direction of the Board of Commissioners.

Pay range \$18-\$22/hour depending on skills and experience.

## Candidate Profile

Successful candidate will be organized, communicative, detail oriented, and flexible, and able to manage mostly repetitive activities to completion. They will have strong writing and basic design skills and familiarity with:

- MS Office Suite, including Word, PowerPoint, and Excel
- Adobe Experience for DocuSign
- QuickBooks for bill paying
- Constant Contact for meeting notices
- Wix for website updates (instruction can be provided)
- Zoom and OWL to run hybrid meetings
- Social media content creation Facebook and Instagram

## Minority and Women-Owned Business Participation

The LBD's goal for MBE and WBE participation is 25% and 5% respectively.

## Term of Contract

The LBD is seeking to enter a one-year contract, with retention of the ability to cancel upon 30 days written notice.

## Submittal Requirements

Please send your resume with a cover letter and two letters of reference or contacts for reference to:

Jennifer Pruehsner, Chair  
Locust Central Business District Board of Commissioners  
2223 Locust St.  
St. Louis, MO 63103

Applications and questions may be submitted via email: [locustbusinessdistrict@gmail.com](mailto:locustbusinessdistrict@gmail.com).

The selection of a candidate will be made based on evaluation and determination of their ability to deliver quality service in a cost-effective manner. The LBD Board of Commissioners reserves the right to reject any and all applications and to solicit new proposals on the same project or modified project, which may include portions of this original advertisement, as the LBD may deem necessary and in the best interest of the LBD.

The application is open until filled.

#### About the LBD:

The LBD is a Special Business District, a political subdivision of the State of Missouri created pursuant to Chapter 71 of the Revised Statutes of the State of Missouri, with the authority to contract for the provision of supplemental services within its boundaries. The LBD is governed by a seven-member volunteer Board of Commissioners and currently contracts for Executive Director, Administrative Assistant, Bookkeeper, Legal, Security, Cleanup/Beautification, and Auditing services. More information can be found on the LBD website [locustbusinessdistrict.com](http://locustbusinessdistrict.com).

#### **Exhibit A: 2026 LBD Administrative Assistant Agreement**

##### Office tasks:

- Manage voicemail, email, and US mail/packages several times per week; respond to inquiries, prepare invoices for review, and forward communications within the organization as appropriate
- Maintain organized files and office and storage spaces
- Manage relationships with LBD vendors and operations of LBD-owned parking lot
- Update website and social media pages with guidance from the Executive Director
- Coordinate District clean-up days and other activities in coordination with Executive Director
- Other duties as reasonably assigned by the Executive Director

##### Bill paying tasks:

- Maintain banking relationship in coordination with Board Treasurer and Accountant
- Organize invoices and submit to Board Chair and Executive Director for approval 2x/mo
- Prepare and track checks 2x/mo; coordinate with Accountant for payment and banking transactions
- Maintain monthly payment reports and share details with Accountant and Board Treasurer
- Assist Accountant and Board Treasurer in coordinating resources and responses for annual Audit

##### Board tasks:

- Receive and organize materials for monthly Board meeting, per monthly schedule
- Coordinate with Board Chair and Executive Director on Board Agenda
- Create and post agenda and meeting invitation on Constant Contact
- Prepare Board packets and set up/clean up meeting space
- Run Zoom and OWL hybrid meeting system
- Other duties as reasonably assigned Executive Director in coordination with the Board