ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position Description

The Administrative Assistant serves the Lord's ministry at Lakeview Ministries by helping parents and guests, primarily through answering phone calls and email responses. The position works under the direction of the Director of Operations and assists with office and business management tasks.

Required Qualifications

- Be at least 21 years old.
- Have completed one year in a post-secondary educational program.
- Desire and ability to work in a small office setting.
- Willingness to support the Lord's ministry here at Lakeview Ministries.

Desired Qualifications

- Member in good standing of the Lutheran Church-Missouri Synod.
- Experience in office procedures (responding to emails, answering telephones, photocopying, meeting the public, etc.)
- Ability to listen carefully to parents and guests, explain information clearly by phone, and write courteous, easy-to-understand email responses.
- Ability to use a word processor, database, and spreadsheet.
- Ability to manage basic business concerns of camp.
- Ability to accept supervision and guidance.
- Possess a sense of spiritual direction and the presence of God in your life. Bring patience, sincerity, enthusiasm, a sense of humor, conviction, integrity, and self-control to the work. Demonstrate imagination, initiative, adaptability, ingenuity, and a willingness to learn.

To Whom Responsible

- Report to the Director of Operations. The Director of Operations oversees application, training, most work assignments, performance review, and personnel policies and practices.

General Responsibilities

- Answer phone calls and respond to office emails, primarily assisting parents and guests.
- Greet guests at the Welcome Center.
- Support front-office operations by compiling mailings, and tracking and restocking office supplies.
- At the direction of the Director of Operations, assist with other administrative, filing, and office tasks as needed.
- At the direction of the Director of Operations, assist other staff with tasks that enhance the outdoor ministry of Lakeview Ministries.