

LAHASH INTERNATIONAL



Title: *Administrative Assistant*

Job Description

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|----------------------------------|--|---|--|
| Department: | Admin Team | Work Location: | Portland, Oregon |
| Reports to: | Executive Director | | |
| Employment Status: | | | |
| | <input checked="" type="checkbox"/> Full Time (US) | <input type="checkbox"/> Full Time (Africa) | <input type="checkbox"/> Part Time Volunteer |
| | <input type="checkbox"/> Part Time (US) | <input type="checkbox"/> Part Time (Africa) | <input type="checkbox"/> Contractor |
| | <input type="checkbox"/> Servant Team Member | | |
| Effective Date: | Immediately | Completion Date: | N/A |
| Hours Required (Average): | 40 | | |

General Description of Work

The Lahash Administrative Assistant is responsible for assisting the Executive Director and the team of Directors in order to carry out a mission of visionary leadership of the broader ministry. The role includes maintaining the team calendar, supervising the communication with the public and donors, recording meetings, organizing ministry mailings, communicating essential information to the Board and Staff, and helping to maintain the ministry databases.

Essential Functions

1. Maintain a Personal Partnership Team

- a. Write physical updates (4-6 per year) and perform presentations to new and old contacts
- b. Reach 100% Support level and maintain level for employment duration
- c. Express gratitude for gifts and involvement

2. Administrative Work

- a. Supervise incoming Lahash communication requests via email, Facebook, phone, and post. Ensure that communication is prompt and is professionally resolved.
- b. Communicate regularly with the Lahash Staff and Board regarding essential information from the Executive Director.
- c. Help to organize and maintain a clean and orderly office environment in Portland.
- d. Maintain the Lahash calendar and oversee requests for time off.
- e. Supervise volunteers working on various projects.
- f. Ensure that office supplies are maintained at reasonable levels.

- g. Assists the Executive Director with maintaining the Lahash budget and with analyzing and collecting data and trends
- h. Attend Lahash Board Meetings quarterly and assist with preparation for the meetings and recording meeting minutes.
- i. Assist with scheduling and facilitating Lahash events.
- j. Additional projects as requested by the Executive Director

3. Lahash Community participation

- a. Attend the weekly Lahash evening meal with the Portland community (held on Monday)
- b. Participate and assist with planning the annual U.S. staff retreat
- c. Attend and help coordinate the monthly solitude days and various other spiritual and educational growth events for the Lahash team
- d. Connect weekly with Executive Director through an in-depth meeting
- e. Travel to East Africa once per year

Knowledge, Skills, and Abilities

- College degree
- Ability to multi-task
- Proactive in starting, maintaining, and completing tasks
- Prompt and thorough job performance
- Team player
- Passion for child development

Personal Attributes & Values

- A maturing relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith and ethics and morality of the Lahash Staff Handbook
- A passion for holistically caring about vulnerable kids and a desire to advocate on their behalf
- A kind and gracious attitude toward others
- Filled with integrity and pursues spiritual disciplines

Equipment Used

- PC computers, digital cameras, kindles, Microsoft and Google software

Other Duties as Assigned

In this and any position with Lahash International, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of Lahash International services.

Mission Statement

We partner with African Churches to Holistically Care for Vulnerable Children

Vision Statement

Our vision is that all children in Africa know Jesus and thrive as they are loved by a flourishing Global Church.