

LAHASH INTERNATIONAL



Job Title: Administrative Assistant

Mission Statement: Lahash partners 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.

Work Location: Portland, Oregon	Effective Date: Immediately
Reports to: Executive Director	Employment Status: Full Time (40 hrs.)
Salary: Raised through Personal Fundraising	

General Job Description:

The Lahash ***Administrative Assistant*** is responsible for assisting the Executive Director and the team of Directors to carry out the 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, helping to maintain the ministry databases, and other miscellaneous office tasks.

Essential Functions:

- **Personal Fundraising - 25%**
 - Establish and maintain a personal team of financial donors and prayer partners to support your ministry work
 - Write physical letter updates quarterly to your team, and thank you notes to those who support you.
 - Hold at least two personal presentations to your community annually (church, small group, other communities, etc.).
 - Reach 100% support and maintain that during employment.
- **Administrative Work - 50%**
 - Attend weekly meetings with the Executive Director.
 - Supervising incoming Lahash communication requests via email, Facebook, phone, etc., attending to them in a prompt and professional manner.
 - Communicate announcements, information and updates to the Lahash team and board as directed by the Executive Director.
 - Keep our Portland office tidy, organized, clean and in an orderly fashion.
 - Supervise volunteers working on various projects.
 - Order all office supplies when they are running low.
 - Assist the Executive Director in managing the Lahash budget.
 - Help plan the quarterly board meetings, attend the board meetings, and record the notes during the meetings.
 - Assist with scheduling and facilitating Lahash events.
 - Any additional projects assigned by the Executive Director.

- **Plan, attend and execute events - 20%**
 - Assist in planning the annual U.S. staff retreat.
 - Assist in planning Monday night meals.
 - Attend and plan monthly solitude days and various spiritual and educational growth opportunities for the Lahash staff.
- **Community Participation - 5%**
 - Attend the monthly evening meal with the Portland community (held on Mondays)
 - Travel to East Africa once a year
 - Attend the Lahash East Africa Conference every two years — and assist with planning the event
 - Attend the annual U.S. staff retreat
 - Attend the monthly solitude days and various other spiritual and educational growth events for the Lahash team
 - Read six books a year for spiritual development

Knowledge, Skills and Abilities

- Bachelor's Degree encouraged
- Ability to multi-task
- Proactive in starting, maintaining and completing tasks
- Detail oriented
- Team player
- Prompt and efficient
- Passionate about the mission and vision of Lahash
- Proficient with digital cameras, Microsoft and Google software

Personal Attributes & Values

- Has a personal relationship with Jesus Christ
- Adheres to the Lahash Statement of Faith, ethics and morality in the Lahash Staff Handbook
- Passionate about holistically caring for vulnerable children
- Filled with integrity, grace, and pursues different spiritual disciplines

To connect with Lahash about this job opening please email us at: info@lahash.org