

Lahash International



Job: 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.)
Income: Salary Raised through Support	

General Job Description:

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

Essential Functions:

- **Maintain a Partnership Team (Support Team) - 15%**
 - 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 – 40%**
 - 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 to the Lahash team and board regarding information from 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.
- **Lahash community participation (25%)**
 - Attend the monthly evening meal with the Portland community (held on Mondays)
 - Travel to East Africa once a year.
 - 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