

# Lahash International



## *Job: Administrative Assistant*

**Mission Statement:** Lahash partners with African churches and ministries 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.

<b>Work Location:</b> Portland, Oregon	<b>Effective Date:</b> Immediately
<b>Reports to:</b> Executive Director	<b>Employment Status:</b> Full Time (40 hrs.)
<b>Income:</b> Salary Raised through Support	

### **General Job Description:**

The Lahash *Administrative Assistant* is responsible for assisting the Executive Director and the team of Directors in carrying out a mission of visionary leadership for 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%**
  - Establish and maintain a personal team of financial donors and prayer partners to support your ministry work.
  - Write physical quarterly update letters to your team, and thank-you notes to those who support you.
  - Give at least 2 personal presentations to your community each year (church, small group, other communities, etc.).
  - Reach 100% support and maintain that during employment.
- **Administrative Work – 40%**
  - Attend weekly meetings with the Executive Director.
  - Manage incoming Lahash communications and requests via email, Facebook, phone, and other channels. Attend to requests promptly and professionally.
  - Communicate information from the Executive Director to the Lahash team and board.
  - Keep the Portland office tidy, organized, and clean.
  - 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 them, and record notes during the meetings.
- Assist with scheduling and facilitating Lahash events.
- Work on additional projects assigned by the Executive Director as needed.
- **Plan, attend, and execute events (20%)**
  - Assist in planning the annual U.S. staff retreat
  - Assist in planning the Monday night meal with the Lahash Portland community.
  - Attend the Lahash East Africa Conference every two years and assist with event planning.
  - Attend and plan monthly solitude days and various spiritual and educational growth opportunities for the Lahash staff.
- **Lahash community participation (25%)**
  - Attend the monthly Monday meal with the Lahash Portland community.
  - Travel to East Africa once a year.
  - Read spiritual development books alongside the team.

### **Knowledge, Skills, and Abilities**

- Bachelor's Degree encouraged.
- Ability to multitask.
- Proactive in starting, maintaining, and completing tasks.
- Detail-oriented.
- Team player.
- Prompt and efficient.
- Passionate about the mission and vision of Lahash.
- Proficient in 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](mailto:info@lahash.org)