



Reaching Children through Christian Camping In India and Asia

Ministry Position: Office Administrative Assistant
Updated: January 2020

Introduction

As an Administrative Assistant, you can expect a fast paced environment in a growing ministry. Our vision is to reach the children of India and Asia with God's Word, through Christian Camping, which could lead to a personal relationship with the Lord Jesus Christ. As a ministry, we exist to help children and their families SEE, KNOW, and EXPERIENCE Jesus Christ in a personal way.

Primary Responsibilities

- Write letters and other correspondence for/as the President, including letters of agreement, legal documentation, etc.
- In conjunction with the Director of Operations and ministry staff, enhance our use of social media (i.e. Facebook, Constant Contact and ministry's web page), and other marketing tools for the purpose of informing, recruiting and advertising the ministry and any events of LCMI.
- Work with the President to develop ministry communication material like; newsletters, appeals, flyers and coordinate direct mail logistics with the volunteers.
- Responsible to update ministry activities on the website and is a key liaison with our web master and the hosting company.
- Assist in back-end operations for on-line and EFT giving functions of ministry.
- Assist in coordination of Short Term Missions program at LCMI.
- Assist in ministry event coordination.
- Assist in communication between U.S. and Asia field offices.
- Maintain the office and ministry calendar.
- Arrange travel arrangements for short term and other ministry travel needs.
- Represent in a professional manner in person, in telephone conversations, and in written correspondences.
- Discreet handling of confidential information.

Secondary Functions

- Attend seminars and conferences as needed.
- Take minutes at staff meetings.
- Work in conjunction with Donor relations assistant to maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Assist with filing and organization of information.
- Proof-read and edit documents.

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- Scanning material for projects and publications.
- Welcome guests by greeting them, in person or on the telephone; answering or directing inquiries.
- Participate in brainstorming sessions for various projects.
- Assist with general office administrative tasks.

Skills/Qualifications:

- Clear profession of faith in the Lord Jesus Christ and support LCMI doctrinal statement.
- Supports and demonstrate enthusiasm for the vision, mission, ministry goals and core values of the LCMI.
- Excellent interpersonal skills.
- Excellent editing and proof-reading skills.
- Strong verbal and written communication skills.
- Attention to accuracy and detail in all aspects of responsibilities.
- Proficient computer skills, particularly with Microsoft Office, Word, Excel, PowerPoint and Publisher.
- Experience scanning photographs and slides preferred.
- Experience performing research utilizing the Internet.
- Excellent organizational skills.
- Knowledge of basic filing and organizational protocols.
- The ability to follow directions, sometimes from multiple sources and determine priorities.
- Flexibility and a willingness to perform other reasonable duties as requested, including willingness and ability to stay late, if needed.

Organization Relationships

Administrative Assistant reports directly to the Director of USA Operations.

Physical Conditions

This position requires occasional standing, walking, and ability to lift 5 to 10 lbs., occasional reaching overhead, and the ability to see clearly. Position also requires frequent use of fingers, use of both-hands, speaking clearly, and hearing.

Other Details

Presently the remuneration is set at \$14 per hour. This is a part-time ministry opportunity with 20 hours per week. Hours of work will be during regular business hours on Monday, Wednesday and Friday.