



Lutheran Church Charities

Coordinator, K-9 Ministry Administration

Job Description

Title **Coordinator - K-9 Ministry Administration**

Department(s) K-9 Ministry

Reports to Director, K-9 Ministry

Job summary

This position is for an experienced administrator who has a heart and passion for ministry and is committed to the mission and ministry, of Lutheran Church Charities. This role is vital to the efficient operation of the K-9 Comfort Dog Ministry and will act as a support and resource to all aspects of this ministry.

Duties

General Administrative:

- Enter and maintain data into databases including CCB, ensuring records are accurate and required information is always current.
- Utilize various software applications such as spreadsheets and databases, to assemble, manipulate, and/or format data and/or reports.
- Speak with callers to answer questions and provide information, taking time to listen and be present with those who need it.
- Prepare and respond to K-9 related communications, such as emails, reports and other correspondence
- Create and maintain filing systems, both electronic and physical. Responsibility includes securing all required documents and records, ensuring they are complete and current, and supplying records as requested.
- Prepare materials for training sessions and conferences including copying, binding, scanning etc.
- Make travel arrangements such as booking flights, cars, and hotel reservation
- Maintain supply inventory, anticipate needs for K-9 visits and deployments, place and expedite orders as needed.

Handler Training Events:

- Organize, manage and track administrative aspects of K-9 Handler trainings, including all hotel and transportation arrangements.
- Follow up with all areas involved in training to ensure training goes smoothly for handlers, dogs and staff conducting training.

Site Visit Back Up:

- Act as back up for scheduling regular site visits to include monitoring of emails, matching forms and completing all necessary records.

Additional duties assigned

Skills required

- Understand and have a heart for the mission of LCC with the ability to effectively communicate that mission to others
- Strong written, verbal and listening communication skills
- Ability to work collaboratively and part of a team with different constituents (churches, volunteers, Affiliate K-9 teams, donors, etc.)
- Excellent time management, organizational, process and project management skills
- Has a sense of urgency and the ability to prioritize requests and assignments
- Strong attention to detail and the ability to ensure effective follow up and follow through on all assignments
- Flexible and adaptable with the ability to work evenings and weekends as required to meet the needs of the ministry
- Ability to work independently, exercise good judgement and multi-task in a fast-paced, sometimes stressful environment (i.e. Crisis or Disaster response)
- Handle confidential information in an appropriate manner
- Working knowledge of Microsoft Office Suite

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.