



Lutheran Church Charities

Administrative Support K-9 Ministries

Job Description

Title Administrative Support - K-9 Ministries

Department(s) K-9 Ministries

Reports to Director of K-9 Ministries

Job summary

This position is for an experienced administrator who is also committed to the mission, vision and goals of Lutheran Church Charities. Person will need to be able to witness and share their Christian Faith to develop and nurture others in their Christian walk. Person must handle and keep confidential information within the organizational chain of command.

Duties

- Prepare communications, such as emails, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements such as booking flights, cars, and hotel reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Use various software applications such as spreadsheets and databases, to assemble, manipulate, and/or format data and/or reports
- Organize, manage and track all aspects of K-9 Handler and K-9 Additional Handler trainings. Follow up with all areas involved in training to make sure needed items are completed in a timely manner
- Work with Director of K-9 Ministries and K-9 Crisis Response Coordinator to coordinate and track all aspects of Crisis deployments, including hotel and transportation arrangements. Update outlook calendar with deployment visits information, and download and organize pictures.
- Emergency Site Visits: Match form and complete all necessary records. At the direction of the Director of K-9 Ministries contact requestor and coordinate K-9 teams
- Additional duties assigned

Skills required

- Strong written and oral communication skills
- Excellent organizational and project management skills
- Working knowledge of Microsoft Office Suite
- Capability to prioritize requests and assignments and perform effective follow through
- Flexible and adaptable with the ability to work evenings/weekends as needed to meet the needs of the ministry
- Ability to work independently and under fast-paced conditions (i.e. Crisis or Disaster response)
- Understand the mission of LCC with the ability to effectively communicate that mission to others

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.