

Lamplighter Ministries International, Inc.

23 State St.
Mt. Morris, NY 14510
570 585 1314
www.lamplighter.net

Please send resume with cover letter to: mark@lamplighter.net

Office Administrator/Assistant to the President

Office Administrator:

1. Maintain general supervision of the office staff
2. Delegate responsibilities
3. Review and respond to daily emails for president and office
4. Oversee and delegate the ordering of the office supplies
5. Maintain general and office files in an organized efficient manner
6. HR oversight
7. Oversee customer service
8. Inform staff of new programs and new ideas that need to be implemented
9. General oversight of facility management and maintenance at high standards of excellence, cleanliness, and orderliness
10. The exercise of management skills to inspect what is expected

Assistant to the President:

1. Edit and mail letters and emails from the president
2. Communicate with donors on a monthly basis
3. Schedule meetings for president with donors (analysis of giving patterns and mapping out travel itineraries using google maps)
4. Grant research and file applications if possessing applicable skills (preferred but not required)
5. Coordinate the president's speaking schedule, radio interviews, meetings, travel, and hotels
6. Sending all requested information to the organization and making sure they have the equipment, etc. that the president needs for his speaking engagement
7. Create a one-page spreadsheet that has all of the president's travel and speaking information.
8. Assist president with board meeting agenda and arrange conference calls

Publishing and Recording:

1. Collaborate with Project Manager concerning books and audios for publishing and producing
2. Coordinate with editors, formatters, artists, writers, directors, and engineers

Miscellaneous:

1. Create processes and systems to streamline office workflow
2. Communicate expectations from president to general manager and staff
3. Oversee staff responsibilities regarding conferences and special events

Salary:

Pay scale is dependent upon experience and skill level. Range from \$10-\$30/hour or salaried with benefits from \$20,000-\$50,000.

Hours: 45-55 hour work week for salary position.