



Title: Administrative Assistant

Employment Type, Part-time (24 hours per week)

Reports to Business Manager

Who we are: *LASE Specialized Education* is an organization that provides special education services for Lutheran Schools in the St. Louis metropolitan area. Our mission is to provide Christ-centric education to students with unique learning needs (not just those that qualify for public school assistance) so they can grow academically, socially and spiritually. We accomplish this by providing special education expertise, consultation, speech/language services and other assistance programs that are customized for the schools we serve.

LASE offers a generous retirement (8.7%) and disability plan for part-time employees.

Summary

This position provides administrative support to LASE faculty and staff and assists in the overall operation of the organization.

Job Description:

- Answer incoming phone calls
- Make routine bank deposits
- Order and maintain office supplies
- Accounts Payable/Accounts Receivables
- Assist Business Manager with 403(b) plan, health care, dental and disability
- Assist with Student Scholarships (logging amounts, generating letters to recipients and thank you letters to donors)
- Assist Program Director with coordination of monthly faculty meetings
- Assist Executive Director with administrative and clerical support
- Assist Development Director with special events
- Assist with Board meetings (preparation, coordination, taking minutes)
- Generate mail merges for mailings (annual giving appeals, thank you letters, annual report and event invitations)
- Utilize DocuSign to issue school and teacher contracts
- Maintain all personnel records and student's records
- Update and maintain donor database (e-tapestry)
- Generate giving reports, provide donors lists for annual reports/newsletters.
- Maintain staff and faculty attendance records

- Other duties as assigned

Competencies

- Initiative and positive attitude
- Efficient and resourceful
- Flexible and adaptable
- Building collaborative relationships
- Oral and written communication

Education and Experience

- Proficiency in Microsoft Office
- Experience in bookkeeping/accounting is a plus
- Experience in e-tapestry (Blackbaud) preferred but not required
- Experience in Quickbooks preferred but not required
- Ability to multi-task while paying close attention to detail
- Ability to communicate with grace

Work environment

- Part Time – 24 hours (3 full days per week)
- Collaborative environment

Additional Requirements

- Christian
- Fingerprint background required
- Reference checks

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Please submit cover letter and resume to Jackie.Smith@lutheranspecialied.org

For more information about our ministry please log onto:
www.lutheranspecialied.org