

POSITION DESCRIPTION
Administrative Assistant

INTENTION: Working closely with the Minister of Operations, this position supports the daily operations of the Inner Light office.

THE POSITION: 15-20 hours/week. Ideally, Tuesday-Friday, with a presence each day, with some flexibility. Starts: Beginning of October, 2008

REQUIRED INTERPERSONAL SKILLS:

- Ability to embody ILM's Core Principles; integrity, trust, ethics & values
- Ability to maintain confidentiality
- Ability to relate well to all kinds of people; using diplomacy & tact
- Ability to maintain composure; cool under pressure; mature
- Ability to effectively cope with change and shift gears rapidly
- Ability to schedule, assist, and supervise volunteers

REQUIRED TECHNICAL SKILLS:

- Strong communication skills
- Strong computer skills and confident adaptability
- Working knowledge of Word, Excel, PowerPoint
- Willingness to learn INDesign and Filemaker

EXAMPLES OF TASKS:

- Assist with ordering office supplies
- Maintain online calendar, assist with room bookings
- Update database information
- Help train and recruit volunteer receptionists, bulletin folding, etc
- Pick up office mail, and retrieve general voicemails, follow through appropriately
- Research topics as assigned
- Administrative support for the Minister of Operations
- Produce bulletin and good news
- And "whatever it takes" to get the job done

APPLICATION PROCESS:

Applicants will:

- Write a letter describing why he/she wants the job and how he/she is uniquely qualified for it
- Submit a resume or other description of relevant experience

Inner Light will:

- Review all applications
- Select & schedule those to be interviewed
- Communicate with those not selected to be interviewed
- Provide feedback to all candidates

Application materials must be received no later than September 22, 2008.

Application materials should be delivered to Inner Light Ministries, PO Box 1029, Soquel, CA 95073-1029 ATTN: Karen Elizabeth or by email to

karene@innerlightministries.com. For more information, contact Karen Elizabeth at 831-465-9090 x 203