



Job Posting

Position Available: Office Manager / Administrative Assistant

Duration: Fill a five month Medical Leave of Absence

Accountable to: Satellite Director

Hours Employed: 12-15 hours / week

Lakefield Youth Unlimited is seeking to fill the position of Office Manager/Administrative Assistant to handle all administrative aspects of the satellite's operation.

This person will understand the need for ministry to young lives and will strive to support the Satellite Director and Outreach Worker staff. This position does not include direct involvement with the youth or in the youth ministry programs.

Part of the character and job description requirements involve:

- Spiritual Integrity
- Personable Nature
- Methodical Personality
- Self-Directed
- Servant's Heart
- Technical Skills in computer and use of social media apps
- Strong English skills for communication
- Firm commitment to Youth Unlimited's mission and values

This position requires that regular office hours be maintained at 25 Bridge Street, Lakefield. Access to a vehicle is needed for running occasional errands.

For more information visit our website at lakefieldyouthunlimited.com

Please submit a cover letter and resume by **August 2, 2022** to Sarah Bolton (lakefield@youthunlimitedkaw.com / 705-651-0156)