



## JOB POSTING

**Position:** Executive Administrative Assistant (40 hours/week)

**Department:** Administration/Corporate Office

### **Duties:**

Directly support the President/CEO, CFO, VP of Communications & Stewardship, and Director of Community Services. Coordinate meeting arrangements and hospitality; draft routine correspondence and meeting minutes; prepare committee and board meeting materials; proofread documents; coordinate and prepare mailings (including mail merges); design simple signage, flyers, and postcards; greet and assist office visitors; maintain church delegate and committee member records; follow up with constituents to answer questions or gather information; assist with event coordination; manage reservations for meetings; and provide general office management (monitor supplies, assist with copier issues, sort mail, etc.). Some evening and occasional weekend hours required.

### **Qualifications:**

Degree in Office Administration or Administrative Services preferred. 3+ years executive-level support experience required. Expert-level skills with MS Office Suite. Superior spelling, grammar, and proofreading skills as well as meticulous document formatting and attention to details. Ability to meet overlapping deadlines. Friendly, helpful, calm, and patient demeanor. Professional presence. Raiser's Edge experience helpful but not required.

**To apply:** Send cover letter and resume (or letter and link to online profile) to:  
pmontgomery@lyngblomsten.org  
or  
Patricia Montgomery, VP of Communications & Stewardship  
Lyngblomsten; 1415 Almond Avenue; St. Paul, MN 55108.

**Note:** No phone calls or drop-ins, please. Position open until filled.  
Review of applications begins February 4, 2019.  
This full-time position is eligible for the comprehensive benefits package.

**About:** Lyngblomsten is an award-winning Christian nonprofit organization serving older adults through healthcare, housing, and community-based services since 1906. Join our team, touch lives, and make a difference! Learn more at [www.lyngblomsten.org](http://www.lyngblomsten.org).

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