



Lake Mead Christian Ministries (LMCM) Minister- A Time to Dance (ATTD) Front Desk Administrative Assistant

Job Type: Part Time

Department: Visual and Performing Arts (ATTD)

Reports to: A Time to Dance Director/Manager

Job Summary: The ATTD Front Desk Administrative Assistant will provide receptionist, administrative, janitorial, and customer assistance with A Time to Dance. The administrative assistant will support the ATTD programs and teachers by helping to equip them with the materials needed to fulfill their responsibilities throughout the dance season.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence of the fruit of the Spirit in dealing with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

Essential Job Functions

- Will maintain a tidy and presentable front desk area with all necessary materials
- Will greet and welcome customers as they enter and/or approach the front desk
- Answer questions and address complaints to the best of their ability
- Answer all incoming calls and redirect or keep messages
- Receive letters, packages, etc. and distribute them
- Check emails and respond if asked
- Monitor and maintain cleanliness of all dance areas
- Participates in other job-related duties and activities related to the position, such as weekly professional development, and other duties as assigned
- Oversee all facilities are maintained, attractive, functional, organized, clean, and safe, with proper attention to visual, acoustic, and thermal environments.
- Establish rapport with student/staff/community/ministry members.
- Participate in all fine arts events scheduled or assigned by ATTD Director/Manager
- **Other duties as supervisor deems necessary.**

Knowledge, Skills, & Abilities

- Excellent interpersonal and written/verbal communication skills, including emails, phone and in person
- Excellent time management skills with the ability to multitask and prioritize to meet deadlines
- Strong attention to detail and organizational skills

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- Familiarity with technical equipment and proficiency in office applications (creating and using spreadsheets, using google drive and GSuite)
- May periodically require work outside of normal business hours, including weekends, under sometimes stressful conditions in order to meet business needs and strict deadlines
- Ability to work effectively with departmental personnel
- Good decision-making and problem solving skills
- Maintain accurate and complete records as required by LMCM policy
- Maintain and improve professional competence
- Knowledgeable with technology and how to leverage it to share, lead, and communicate

Qualifications:

- Two (2) years relevant experience in dance
- High School diploma; or working towards completion of high school
- Commitment to Continued Education and/or Professional Development when needed

Compensation: \$12-\$15/per hour

Benefits:

- Working in Christian Ministry
- Ministry Scholarship for student tuition and Lil Eagle's costs reduction
 - First year hire starts at 20% scholarship, then each year add 5% until you reach a max of 30% (must have an minimum average of 20 hours or more weekly)
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- Christian Healthcare Ministries for health care coverage CHM.org - Self Pay Group Policy
- Life Insurance up to \$150,000 - Self Pay