

POSITION POSTING
Lutheran Education Association



Executive Assistant

Key responsibilities:

- Assists Executive Director and other professional staff in overseeing the programs, initiatives and activities of LEA
- Shares with Office Coordinator responsibilities for managing LEA office functions
- Works with the Director of Communications and Publications in the areas of social media and web site development

Required characteristics

- Bachelors degree
- strong communication skills
- experience in working as part of a team
- strong organizational skills
- familiarity and experience with word processing (Word), database management, spreadsheet management (Excel), online communication, and basic graphic applications such as Publisher
- openness to learning new skills
- commitment to growth and development of LEA
- willingness to travel when needed

Desired characteristics

- background in Lutheran education
- previous experience in administrative/management position
- background in using and coordinating social media
- background in working with web site content development
- graduate studies

This salaried position is full-time and open for employment January 1, 2020. Please contact Dr. Jonathan Laabs, LEA Executive Director, for more information: 708-209-3343 or laabsjc@lea.org.

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