**Administrative Assistant – For Lake Union Conference of SDA Education Department – Full Time Hourly Position.**

Performs multiple and diverse duties for the Director of Education and the Office of Education

Education Requirement – BA preferred – Minimum of 2 years relevant experience.

**Requirements and Responsibilities include the following:**

* Must be dependable, and able to serve as a team member
* Experience in written and oral communication across multiple levels of an organization
* Skilled and comfortable in use of a variety of technological platforms and applications, including proficiency in MS office & Adobe Suite and Web-based applications
* Possesses a high level of organizational skills and the ability to work independently
* Responsibilities include preparing and submitting reports, maintaining appropriate filing systems and records
* Participating in executing preparations for meetings, workshops/trainings/conventions and more
* Maintaining records across multiple platforms including electronic/web-based

Pay range $23.00 - $25.00 per hour Medical, Dental & Vision

Please email vicki.thompson@lakeunion.org for an application