**For newspaper ad:**

Administrative Assistant, Lighthouse Center for Vision Loss. PT or possibly FT. Salary: DOQ. Duties to include organizing or assisting with a range of administrative tasks, answering the telephone and assisting with our retail store. Required: Excellent customer service, computer and organizational skills. Send cover letter, resume and list of references to [dswanson@lcfvl.org](mailto:dswanson@lcfvl.org). With questions contact Mary or Debbie at 218-624-4828.



**Administrative Assistant**

**Lighthouse Center for Vision Loss**

August 30, 2012

*Note: Job descriptions and duties are subject to change and will depend on the skills and background of the selected candidate, as well as the needs and opportunities of the organization. What is below reflects our best guess of how this position might be structured within our organization.*

**Overview of the organization**:

The Lighthouse has a staff of 12 professionals, and last year we served nearly 1,000 individuals. Our goal is to empower individuals of all ages – and all stages of vision loss -- to live safer, more independent and more fulfilling lives. Our professional instructors teach a wide range of adaptive skills for home and the workplace. We are experts in assistive technology, and we operate a store that offers hundreds of adaptive devices.

**Work Type**: Part Time or Possibly Full Time

**Salary:** Depends on Qualifications

**Benefits**: Comprehensive package available for positions over 24 hours per week

**Job Description**: We are looking for a friendly, outgoing, and highly capable administrative assistant to help us work our front desk, assist with a range of administrative duties and help customers in our retail store. The AA will also help with mailings/shipments, help organize sales records, and may be asked to help transport clients.

**Required Skills:**

* Excellent customer service skills.
* Strong computer skills.
* Ability to work independently and as part of a team.
* Ability to multi-task in a busy, nonprofit setting.
* Legitimate interest in the mission of our non-profit.