



## Lead Administrator Position

LifeWays North America is welcoming applications for a Lead Administrator starting as soon as possible. The right person is organized, efficient, and learns and creates processes of administrative work easily. We are looking for an individual that is familiar with the mission and work of LifeWays and will be instrumental in helping us to expand and diversify our services.

This position is part-time, approximately 40-60 hours per month, with ebbs and flows to the work pace. There is flexibility to the work hours, but consistent daily hours, and availability on some evenings and weekends is necessary. The position may be open to growing based upon an applicant's skills and the needs of the organization in the coming years.

### ***Job Description***

- Tending to the overall organizational and technical needs of the organization
- Answering emails and responding to any student questions or inquiries
- Writing and distributing class emails as appropriate
- Maintaining the LifeWays online calendar
- Creating and updating all class and training rosters
- Facilitating monthly LifeWays meetings
- Creating and sending all class and training certificates
- Facilitating all class and training video conferences
- Recording class and training attendance, and completion requirements
- Sending class and call reminders
- Fulfill administrative tasks for the Fundamentals course
- Fulfill administrative tasks for the Certificate Training
- Maintaining the LifeWays cloud
- Maintaining the LifeWays Directory listings
- Completing projects as initiated and defined by the group

### ***Preferred Candidates***

- Have an understanding and appreciation for LifeWays work, and/or that of Waldorf education's early childhood, and a willingness to learn.
- Have strong organizational and communication skills
- Capable of giving a prompt response time (this is imperative)
- Have flexibility of schedule
- Are Punctual, Responsible, and Proactive
- Possess a basic understanding of Microsoft and Google Services, and Zoom
- Are able to work some evenings and weekends.

***\*\*Applicants may apply by sending a resume and letter of interest to Acacia Moore at [acaciawithlifeways@gmail.com](mailto:acaciawithlifeways@gmail.com). Applications will be accepted through Friday, September 30th.***