

Job Description for MDC Administrative Assistant

Title: Front Desk/Office Receptionist // Administrative Assistant

Department: General

Responsible to/Direct Report: Joanna Kalyvas, Executive Assistant to District Superintendent

Hours: Full-time; Monday-Friday, 8am-4:30pm

Hire date: August 2022

Education and Work Experience:

High school diploma or higher education

Previous experience in administrative, receptionist, and/or customer service roles preferred

Knowledge and Skills:

Strong customer service skills

Comfortable with phones, computers, and internet

Proficiency in Microsoft Office Suite programs

Ability to multi-task and shift priorities frequently

We exist to build quality Christian leaders and healthy faith communities by fulfilling the Great Commission. We believe that each member of our team, from the receptionist to the Superintendent, plays an essential role in this mission.

Please submit your current resume to:

Joanna Kalyvas

jkalyvas@mnaog.org

Questions?

jkalyvas@mnaog.org OR call 612-455-2283