

# **National Lutheran Outdoors Ministry Association**

## **Position Description**

**Position:** Administrative Officer

**Purpose:** Provide administrative support to assist NLOMA and its members carry out the mission of NLOMA.

**Responsible To:** NLOMA Board of Directors

**Qualifications:**

1. Able to work well in team ministry.
2. Committed to the Mission of NLOMA.
3. Trained and/or experienced in basic accounting skills and computer software.
4. A person with strong communication and interpersonal skills.
5. Self-motivated, efficient, independent, and organized.
6. A member of NLOMA.

**Responsibilities:**

- I. Communication Hub.
  - A. Receive all general communication to NLOMA (e-mail, postal, telephone) and redirect as appropriate to NLOMA members and volunteers.
  - B. Distribute all relevant correspondence to NLOMA membership, including the Networker.
  - C. Publicize position openings of NLOMA camps.
  - D. Annually provide up-to-date information of all NLOMA camps for the Lutheran Annual.
  - E. Represent NLOMA to other organizations as directed by the NLOMA Board of Directors (i.e. Thrivent Financial for Lutherans, Lutheran Outdoor Ministries – ELCA, Quick Search, SARIS 7, etc.)
  - F. Communicate regularly with the NLOMA Board of Directors regarding accomplishments and ongoing needs.
- II. Volunteer Coordination.
  - A. Engage the membership of NLOMA by serving as a hub to connect members to volunteer opportunity.
  - B. Assist the President of NLOMA as needed.
  - C. Coordinate with volunteers to maintain a NLOMA website.
  - D. Coordinate with each Conference Chair as directed by the NLOMA Board of Directors.
    1. Assist the Conference Chair in creating and distributing conference information and registration materials.
    2. Collect and record conference fees.
    3. Help the NLOMA Board of Directors monitor the Conference Budget in

cooperation with the Conference Chair and NLOMA Treasurer.

- E. Coordinate with volunteers a NLOMA presence at national conferences as directed by the NLOMA Board of Directors.
- F. Coordinate with volunteers to actively recruit and maintain NLOMA memberships.
- G. Coordinate with other volunteers as needed, including the Secretary, Joint Recruitment Chair, and the Networker Editor.
- H. Attend regular meetings of the NLOMA Board of Directors.

### III. Membership.

- A. Maintain a database of NLOMA members with current addresses (postal & e-mail).
- B. Create and distribute membership brochures that include an explanation of membership benefits and an application.
- C. Send annual reminders for membership renewals.
- D. Collect and record membership fees.

### IV. Financial.

- A. Follow Financial Internal Control Plan which includes but is not limited to:
  - 1. Maintain NLOMA bank accounts, including all deposits and payments as approved by the Treasurer of NLOMA.
  - 2. Provide regular financial reports to the Treasurer of NLOMA.
  - 3. File all necessary forms to the IRS.
  - 4. Maintain any necessary insurance for NLOMA.

### V. Clerical

- A. Coordinate printing and brochure production as needed.
- B. Maintain a file for applicants seeking full-time employment in NLOMA camps.
- C. Coordinate consultation requests.

### VI. Archives.

- A. Annually solicit and maintain statistics on NLOMA camps.
- B. Archive and provide access to NLOMA occasional papers.
- C. Maintain records of NLOMA history, including conferences and officers.

Updated 4/2009 CNM

## **Our Mission**

NLOMA serves Christ and His Church by offering professional growth opportunities and by its members providing services for outdoor ministry organizations.

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