Nebraska Lutheran Outdoor Ministries
Job Description

Position Title: Administrative Support Specialist Date: January 2026

Reports To: Manager of Financial Records

Summary of Responsibilities

The Administrative Support Specialist is NLOM's primary home office team member, providing support to all of the departments in a variety of ways. This role supports staff, volunteers, and the organization's constituents and public while maintaining a welcoming, organized, and professional office environment.

Position Responsibilities

Provide support to NLOM senior leadership team

1. Perform general office duties including data entry and record maintenance
2. Support staff onboarding and transitions (paperwork, Microsoft office account set-up or removal requests, etc.)
3. Coordinate communication with staff and constituents with messages, supportive cards/floral arrangements when needed to convey care and mission support
4. Coordinate online ordering and purchasing
5. Manage processing of credit card purchases
6. Prepare staff meeting minutes and assist with proofreading of printed materials.
7. Manage summer camp e-mail communications
8. Other duties as assigned by the Manager of Financial Records or the Executive Director

NLOM office hospitality and reception

1. Answer, screen, and direct incoming phone calls
2. Maintain organization and professional appearance of public office areas, reflecting NLOM's commitment to generous hospitality
3. Coordinate telephone system training, updates, and repair
4. Manage incoming and outgoing mail, packages, and deliveries
5. Maintain the inventory of office supplies and order as needed
6. Provide support for office equipment, phone, and basic IT needs

Professional Expectations and Requirements

1. Maintain the confidentiality of sensitive materials and information
2. Develop thorough knowledge of NLOM policies and procedures
3. Subscribe to the Code of Conduct for NLOM Staff
4. Demonstrate a passion for the mission of NLOM and adherence to the standards and Code of Ethics of the American Camp Association

Skills Necessary

1. Welcoming and hospitable personality
2. Excellent written, verbal, and interpersonal communication skills
3. Strong knowledge of Microsoft Office 365, including Word and Excel
4. Strong organizational skills and attention to detail
5. Ability to work independently with minimal supervision
6. Ability to work effectively with a wide range of constituencies
7. Ability to quickly gain proficiency with NLOM's telephone system