

## **Beacon of Hope Administrative Assistant**

### Description of Position

The Administrative Assistant will work with and be accountable to the Director of Operations to assist with clerical duties, community outreach, event planning, and other responsibilities as directed. Hours of Operation are typically between 9:00am-4:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Beacon of Hope Director of Operations. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Beacon of Hope Main Office  
2600 Memorial Avenue Suite 106  
Lynchburg, VA 24501

### Job Responsibilities

- Assist Director of Operations with event planning (Art for Achievement, 10th Anniversary Event, Corn-a-ment, etc.)
- Assist administrative office with donor and sponsor recognition
- Assist in creating social media content for event marketing and community outreach
- Assist administrative office with clerical duties
- Assist Director of Operations with other duties as assigned

### Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). To apply, click here: [https://careers.liberty.edu/?job\\_posting=R0001083](https://careers.liberty.edu/?job_posting=R0001083).