



**Qualifications:**

Clear Christian faith  
Enjoys working with both adults and children as part of a team  
Strong in verbal communication skills  
Fluent in Spanish and English  
Tutoring experience

**Desirable knowledge and/or skills:**

Administrative functions, including office software and office functions (answering phones, emails, scheduling, purchasing materials)  
Use of computer, ipad/chromebook,  
Supervising and communicating with adults, volunteers, board members  
Experience in working with a team to reach shared goals,  
Customer service, community service/volunteerism, and/or church-related ministry.

**Distinguishing Characteristics:**

Well organized  
Works well with students, parents, tutors and other church partners  
Kind, Helpful, and Patient

Please send your resume and cover letter by email to: [jansneathen@gmail.com](mailto:jansneathen@gmail.com)

*Visit our website [www.lasemillalc.org](http://www.lasemillalc.org)*