POSITION POSTING

POSITION TITLE: Executive Admin/Customer Service Admin

Lakewood Cemetery is a Minnesota landmark renowned for its art, history, and its contemplative beauty as a place of remembrance in the heart of Minneapolis. A nonprofit approaching its 150th year of operation, Lakewood remains devoted to its founding mission as a memorial and cremation property for people of all denominations. With 250 acres of park-like urban property which includes spectacular lake views and serves as a sanctuary for wildlife, Lakewood is one of the largest and most distinguished entities of its kind in North America.

Positioning the organization for growth and transformative change, the recently appointed President and newly created leadership team need a highly organized, detail-oriented performer with a passion for helping people to provide administrative support to the President and the cemetery office.

In this position, you will wear multiple hats. First, you will function as a personal assistant for the President, helping to manage his email, correspondence, schedule and project follow-through so details don’t fall through the cracks. Second, you will jump in as needed to keep the office running smoothly and back up the reception/burial coordinator with tasks such as coordinating interments with families or funeral directors, gathering permissions for use of memorial space, sorting mail, and handling front desk burial search inquiries. You may also be called on to provide administrative assistance at events and direction to families visiting Lakewood for events as far ranging as funerals to weddings.

Ability to prioritize, sometimes on the fly, is a necessity. Consistent communication and follow-through, pride in accuracy, and a warm, professional demeanor are critical traits. Previous industry experience may be helpful, but training will be provided.

APPLICANT INSTRUCTIONS:

If this position was made for you, email me at chrism-assistant@lakewoodcemetery.org. In the subject line, please include your first and last name.
After a brief opening, please include 4 paragraphs according to the following instructions:

1. (In a black font) How you found out about this position.

2. (In a blue serif style font, a few sentences) Why you think you would be a great fit for this position.

3. (In a red non-serif style font, a few sentences) Why you think this position/organization would be a great fit for you.

4. (In any black font, italics) Please share an observation from your visit to Lakewood’s location or website.

Finally, in the closing, feel free to briefly add any additional information you believe is important AND your contact information including name, email address, and phone number.

Note: Please do NOT attach a resume. If your application is shortlisted, we may ask for a resume or additional information later.

Thank you for your interest. We’re as excited to get the right applicant aboard as that person is to join us. Could that be you?