



LIGHTHOUSE COMMODITIES, LLC

Position: **Administrative Coordinator – Birthday Beacon**

Employment Status: **Part time**

Location: Bismarck, ND

Hiring Compensation Range: **\$25-\$30/hr**

Company Overview

Lighthouse Commodities, LLC (LHC) has been providing professional merchandising to farmers since 2015, equipping them with the same tools and resources the rest of the grain supply chain utilizes. And in December 2024, Lighthouse established Birthday Beacon, a 501 (c) (3) non-profit organization founded on the belief that every child deserves a party.

Birthday Beacon provides fun destination birthday parties for children and families who may not otherwise be able to have that experience. Birthday Beacon receives nominations from Nominating Partners, community organizations uniquely positioned to identify and nominate children deserving children. And nominated children can select a party location from over a dozen fun destinations. Nominating Partners submit birthday party requests through Birthday Beacon's website, including the child's birthday, age, and preferred party destination. Once a nomination is approved, Birthday Beacon coordinates resources and scheduling for the celebration.

Birthday Beacon has grown rapidly and currently provides nearly 30 parties a month for wonderful, deserving children. Lighthouse continues to support Birthday Beacon by administering its programming and day-to-day operations.

Position Overview

Lighthouse is seeking a dependable, personable and highly organized individual for this new role of Administrative Coordinator. This will be a part-time role that leads administrative and program support primarily for Birthday Beacon.

This position will work closely with Nominating Partners, vendors, donors, party destinations, and Lighthouse team members to ensure birthday party requests are fulfilled accurately and efficiently, that appropriate records are maintained, and that Birthday Beacon provides an excellent experience for everyone involved.

KEY RESPONSIBILITIES

- Processing birthday party nominations by purchasing electronic gift cards and distributing them to the appropriate Nominating Partners and families.
- Coding, tracking, and maintaining invoices and receipts associated with individual birthday celebrations.
- Tracking gifts and coordinating delivery to vendors for in-hospital birthday parties.
- Assisting with donor communications, appreciation and donation receipts.
- Providing administrative and logistical support for Birthday Beacon fundraising campaigns, awareness activities, and community events.
- Maintaining accurate records to ensure birthday requests, expenditures, donations, and program activities are properly documented and tracked.
- Entering and maintaining accurate donor and volunteer information in our donor database system.
- Assisting with marketing, social media, traditional media and website projects.

KEY SKILLS and STRENGTHS

- Strong alignment with our core belief that every child deserves a party.
- Personable and able to communicate effectively across a wide range of situations.
- High Accountability. This characteristic, the ability to own tasks and responsibilities with complete commitment, is the single unifying aspect among LHC team members.
- Remarkable attention to detail and commitment to accuracy.
- Ability to work independently and effectively manage multiple priorities and tasks simultaneously.
- Proficiency in Microsoft Office suite.

Work schedule will be part-time primarily during normal daytime business hours, Monday through Friday, with additional hours required as needed.

Minimum Qualifications

- Likeable, Dependable and Highly Organized

Preferred Qualifications

- 2+ years of relevant work experience

All employment offers will be contingent upon successful completion of a pre-employment drug screening and a federal and state background check.

Application Procedure:

Please submit a resume and cover letter via email.

If you meet the requirements for this position, please respond to jcrist@lighthousecommodities.com.

****All applicants will receive an email notification that their application was received.**