



Job Description

Position Title: Administrative Assistant- Bookkeeping/Social Media
Position Tenure: Part Time- 20 hours/wk Hourly
Accountability: Accountable to the Camp Director
Salary: Salary commensurate with experience and reviewed annually by the Camp Director (Training is provided as necessary)

Qualifications:

1. Be in agreement with Cedar Springs Camp statement of faith and policies.
2. Have a working knowledge of how a Christian camp functions.
3. Have the ability to work accurately with financial accounts.
4. Be a detailed person, well organized, and highly motivated.
5. Have a working knowledge of Quick Books or be willing to be trained.
6. Have a working knowledge of Social media networks and be able to utilize them to further the ministry of camp(or be willing to be trained)
7. Possess the ability to work well with others.
8. Be hospitable to all guests, ensuring that they experience “others oriented service” at all times

Responsibilities:

Office Responsibilities:

- a. Act as the “first impression” to all who come to the office.
- b. Provide administrative needs for Camp Director.
- c. Purchase and maintain office equipment and supplies.
- d. Process insurance claims and reports.
- e. Maintain an organized filing system for all camp documents.
- f. Serve as receptionist while in the office.
- g. Maintain the office in good order, organized and clean for all necessary office needs.
- h. Manage phone/internet services and keep current on new services to better serve camp needs.
- i. Check general camp email account daily(on normal work days).
- j. Check mail regularly and disperse to appropriate personnel
- k. Communicate office needs to camp director and work within approved budget to meet those needs.
- l. Complete all projects as necessary i.e. brochures, newsletters, mailings, etc.
- m. Complete all HR needs as necessary i.e. background checks, W-2’s, etc.

Bookkeeping Responsibilities:

- a. Maintain accurate financial records for CSC

- b. Receive and Pay Bills
- c. Prepare records for annual audit
- d. Provide bookkeeping reports as required
- e. Manage Petty Cash funds
- f. Manage all payroll services
- g. Update bookkeeping software and be aware of new and better bookkeeping opportunities.
- h. Keep all bookkeeping items organized and in good order.

Website Responsibilities:

- a. Maintain CSC website: update regularly, research and implement new ways to better the site to make it more user friendly and accomplish the goals of the website
- b. Keep current on new website opportunities and communicate these to camp director and implement as necessary
- c. Maintain web hosting/server

Social Media Networks:

- a. Develop a strategic plan and policies to utilize social media creatively and effectively to further the ministry of CSC through these tools
- b. Coordinate all social media outlets by creating content and posting regularly in accordance with camp needs and working with the Camp Director
- c. Keep current on new and better ways to utilize social media to further the ministry of CSC in accordance with camp policies and needs

Special Projects- As Necessary, working with Camp Director:

- a. Prepare advertising and publicity brochures & flyers of the campground & individual events programmed by CSC
- b. Prepare & distribute Camp Brochures
- c. Publish and mail Newsletters
- d. Research and communicate to Camp Director new opportunities to better portray CSC to our constituents through special projects
- e. Assist with CSC retreat programming through promotion, publications, and possible program needs

Other Duties:

- a. There may be occasions when other necessary duties may be required based on the the needs of the camp
- b. Other duties as assigned by the Camp Director

This job description may be amended at any time to better meet the needs of the camp as pertains to the Administrative Assistant position.

*Regular performance reviews will be conducted at the end of each calendar year and/or when necessary.