



MIRACLE BIBLE CAMP

Ministry Description

Position: OFFICE ASSISTANT

Purpose: The Office assistant keeps camp running. Managing much of the financials, registering campers and keeping camp news front and center through media and mailings.

Responsible to: Camp Director

Qualifications:

1. Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
2. Is in agreement with Miracle Bible Camps statement of faith, philosophy and polices.
3. Is eager to learn, loves campers, and shows a consistent walk with God.
4. Has had previous office, financial, accounting, bookkeeping experience.
5. Has a self-starter work ethic and desires personal growth.
6. Believes that a major spiritual gift he/she possesses is that of Administration.
7. Knowledge of office organization and file management.
8. Great customer service skills and ability to communicate in person, writing, and media
9. Ability to manage or lead a variety of tasks and persons at once.
10. Demonstrates a servant-ministry style of leadership.

Responsibilities:

1. Be a positive witness for Jesus Christ in all words and actions. Share Christ's love with the public, campers and staff to reflect favorably upon the Lord and Miracle Bible Camp
2. Accounting is divided between the director and the office assistant with the office assistant taking care of deposits, transfers, reconciliations, online payments and gifts, and donor receipts.
3. Mailings to campers, camp supporters, and churches that we serve.
4. Registrations both physical and online leading up to events and checking registrants in on the day of event to help them feel welcome and prepared.
5. Prep for Board Meetings – assist the director where requested, including preparing the Excel file with financial and camper information.
6. Guest Groups – work with guest groups to plan retreats. Inform them of options for housing, meals, and activities and costs associated with each of those.
7. Year-End donor letters and information to members of Northern Gospel Fellowship
8. Update and manage Facebook page and Web site and other social media.
9. Other, as directed by Camp Director

Skills:

1. Comfortable using Microsoft 365 or Google Workspace.
2. Knowledge of accounting software
3. Able to use social media to promote camp
4. Communicate clearly using written and spoken English

Time:

Part-time hourly position approx. 20 hours per week. This position may require weekend hours. May be combined with other positions or job duties.

Work Environment:

Small Christian camp community with approximately 4 year-round staff with 10 seasonal summer staff. You will be working closely with others in interpersonal relationships. Practicing Christian principles of humility, patience, truth telling, forgiveness will be critical for maintaining healthy working relationships. You will be working closely with a team of people to serve guests.

Community:

Camp is between Longville and Hackensack, Minnesota. We are in a rural area, tourist area, and a place people enjoy retiring. There is often a one-hour drive to find amenities. A 30-minute drive for school options.

Compensation:

Pay: \$16 per hour.

Housing: No onsite housing available, but a temporary solution may be discussed.