



*Luther Heights Bible Camp shares God's love with all generations as we grow in faith, live by grace, and love one another.*

## **Office Administrator**

Luther Heights is seeking an Office Administrator who will lead organizational needs of the ministry and work collaboratively with a small team to serve our customers well. The ideal candidate is self-motivated and has a strong work ethic. They must have strong administrative skills, knowledge and skills with various computer software including Word and Excel applications, Gmail Suite, Square, and an openness to learn our registration and donation software. The individual needs to be comfortable working with a small staff team and independently, contribute in a positive, mission focused manner, and have excellent customer service skills. A strong Christian faith commitment is needed in this role. This position reports to the Executive Director and is a part-time (15-20 hours/week), year-round position.

## **CAMP INFORMATION**

Luther Heights Bible Camp is a seasonal camp, operating from mid-May through September on 11-acres in the Sawtooth National Recreation Area near Stanley, ID. The administrative office is located in Boise, ID year-round.

**Our Mission:** *Luther Heights Bible Camp shares God's love with all generations as we grow in faith, live by grace, and love one another.*

Additional information can be found at [www.lutherheights.org](http://www.lutherheights.org)

## **Qualifications**

- Able to work from Boise administrative office 2-3 days a week
- Remote work can be discussed for 1-2 days a week, with strong internet connection, approved by Executive Director
- Organizational skills (good with details)
- Excellent written and verbal communication skills
- Ability to work independently and as a team member
- Sensitive to the nature of the position: confidentiality and respect
- Self-starter (ability to prioritize and follow through effectively)
- Friendly, with a hospitality focus

## **Role Responsibilities:**

### *Financial:*

- Account for all donations monthly, checks and online donations, make regular bank deposits
- Work collaboratively with Accountant and Executive Director on monthly and yearly financial reports
- Account for Capital Campaign donations
- Maintain the donor database and analyze with Executive Director
- Create strategies with Executive Director for thanking donors

- Help with development appeals including letters, events, and online giving strategies
- Coordinate tax donation letters and needs annually for donors

*Registration:*

- Work collaboratively with Program staff to set up registration for all programs and help guest with questions
- Create group use agreements for hosted groups and follow up with deposits and final invoice
- Create use agreements for day camp programs and follow up with deposits and final invoice

*Administrative:*

- Portray a positive company image internally with staff and volunteers and externally to congregations, camper families, Board members, new partners, etc.
- Check phone messages daily and delegate messages to needed staff member
- Check and respond to emails daily, delegating to other staff as needed
- Check Boise office mail three times weekly
- Maintain office equipment and office supplies as needed
- Code bills correctly and give to accountant in a timely manner
- Assist with volunteers for special events like mailings, fundraising events, church visit, etc
- Maintain organized computer files

*Marketing:*

- Assist with design of letters and print material
- Oversee bulk mailings (camp newsletters and promotional materials)
- Collaborate with full-time staff for website, social media, and print material needs

*Capital Campaign:*

- Assist Executive Director with pledges and donations
- Coordinate events related to the campaign
- Lead mailings related to campaign needs
- Analyze reports and database needs to support a successful campaign

*Other:*

- Assist and support Luther Heights annual meeting, including creating annual report with Executive Director
- Provides support for other year-round staff throughout the year
- Other duties as assigned

## **Core Competencies:**

*Attention to Detail:* Consistently attends to details with financial needs of organization, organization in registration and donor databases, and with computer and office needs.

*Performance:* Accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Punctuality, regular attendance at meetings and maintaining a positive attitude and integrity in the work environment.

*Communication:* Communicates in a clear and concise way, both verbally and in writing. Engages with guests in a friendly and customer need focused demeanor.

*Initiative:* Ability to seek needed tasks to be completed and self-start with guidance as needed from full-time staff. Actively seeks ways to improve organizational change toward effectiveness, productivity, and service.

*Teamwork:* Values and cooperates with all team members. Promotes friendly and respectful work environment. Promotes group goals ahead of personal agendas, steps in to offer self as a resource to other members of the team.

- An initial 90-Day Review to be completed by the Executive Director.
- Bi-Annual Performance Review conducted every 6 months.

*This description is a summary of the functions of this position. Other duties may be assigned as needed. Luther Heights reserves the right to review and adjust this job description as the ministry needs dictate.*

*Luther Heights Bible Camp does not and shall not discriminate on the basis of race, color, gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. All employees and participants are granted access to all the rights, privileges, programs, and activities available. It does not discriminate on the basis of race, color, gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in administration of its policies, admissions policies, scholarship and other camp administered programs.*