

POSITION DESCRIPTION

EXECUTIVE ASSISTANT

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

Reporting directly to the Executive Director, the Executive Assistant serves as the primary point of contact for all matters pertaining to the office of the Executive Director. The Executive Assistant is responsible for providing high-level administrative support to the Executive Director and senior leadership across the ministry and organization of Camp Caroline.

Department: Executive

Reports To: Executive Director

Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- College/University degree or equivalent experience
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated ability to organize and plan well
- Demonstrated ability to manage multiple tasks and projects
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular and irregular hours
- Good health and stamina
- Ability to lift 25kg without assistance
- Ability to sit and stand for prolonged periods of time
- General computer knowledge and ability to use Microsoft Office and other basic software
- Proficiency in the use of an array of office equipment
- Valid driver's license
- Completion of reference and background checks

General Responsibilities:

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence
- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities

- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs
- Development of a welcoming atmosphere and safe environment for stakeholders
- Anticipate and address the service needs of stakeholders
- Serve as a backup for reception and registration as needed
- Manage filing of and required renewals for corporate documents
- Coordinate staff events, as requested
- Assist with special needs, as needed

Requirements for Executive Schedule:

- Coordinate the schedule and calendar of the Executive Director to optimize performance and productivity
- Monitor the schedule and calendar of the Executive Director for upcoming deadlines and executive requirements
- Assist in monitoring tasks and projects assigned by the Executive Director
- Coordinate the planning of and preparation for meetings and events for the Executive Director
- Collect, compile, and distribute reports, recommendations, agendas, minutes, and materials for the Executive Director

Requirements for Executive Correspondence and Communication:

- Respond directly to general inquires and routing correspondence on behalf of the Executive Director
- Review correspondence (including format, style, and content) for the Executive Director

Requirements for Stakeholder and Supporter Care:

- Assist in developing a positive, healthy culture among stakeholders that encourages a Christ-centred community
- Assist in pursuing energized engagement among support base through gifts of time, talents, and treasures
- Assist in providing care to established and new stakeholders and supporters
- Assist in helping manage stakeholder and supporter engagement
- Assist in helping increase stakeholder and supporter involvement
- Assist Finance Manager in managing receipt and recognition of donations, donation transactions, and donor data

Time Management Expectation:

- General Responsibilities: 2 hours per week
- Requirements for Executive Schedule: 2 hours per week
- Requirements for Executive Correspondence and Communication: 2 hours per week
- Requirements for Stakeholder and Supporter Care: 10 hours per week

Key Working Relationships:

- Executive Director
- Finance Manager
- Senior Director of Ministries
- Senior Director of Operations
- Volunteers
- Ministry leaders and pastors

- Supporters and stakeholders

To apply, please email a resume to ben@campcaroline.ab.ca with the subject heading, Executive Assistant.