



Office Administrator Job Description

Lutherwood Mission Statement: Exploring Grace in Creation

Camp Information:

Lutherwood Camp and Retreat Center was founded in 1946 with a dream to provide a place for summer outings. Over the years the partner congregations of the ELCA and LCMS have worked hard to meet the needs of youth, families, and congregations, sharing God's love to all who come to Lutherwood. Additional information is available at www.camplutherwood.org.

Mission for the Office Administrator

Support the work and ministry of Lutherwood Camp and Retreat Center, providing high quality communication, hospitality, and organization with all office duties.

RESPONSIBLE TO: The Executive Director

ALL STAFF EXPECTATIONS

- Serve in a loving, Christian manner
- Respect and uphold confidentiality in all matters deemed necessary
- Attend weekly staff meetings

QUALIFICATIONS

- Honesty, integrity, and trustworthiness
- High quality and personable communication in person, email, and over the phone
- Proficient in Microsoft Office and web-based programs such as MailChimp, Canva, websites, and social media (and ability to learn these skills effectively)
- Ability to work independently and proactively, while also working cooperatively with the Executive Director and all camp staff
- Attention to detail and follow-through
- Organization and planning

RESPONSIBILITIES

- Maintain regular office hours: 9am-1pm, Monday through Friday
- Greet guests who enter the office and assist with their needs, referring to other staff as needed
- Phone and email communication
 - Responding to phone calls and emails in a timely manner
 - Communicating messages to the Executive Director, Program Director, or other staff as needed
 - Bulk promotional emails prepared and sent via MailChimp
 - Monthly email newsletters



- Social media communication
- Website maintenance and timely updating
- Work confidentially with the Executive Director
- Maintain an updated calendar for all camp activities alongside other staff
- Maintain a record of all donations
- Prepare thank-you letters for donations for the Executive Director to sign, then mail signed letters to donors
- Receive incoming mail and distribute as needed
- Prepare outgoing mail, including occasional promotional mailings
- Manage office supplies and communicate ordering needs with business manager
- Other duties as assigned by the Executive Director

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

COMPENSATION:

- \$20 per hour; Monday through Friday, 9am-1pm
- Paid vacation: two weeks for the first & second year, three weeks in the third & fourth year, four weeks thereafter

Please submit a cover letter, resume, and references to Rev. Kevin Beebe:

kevin.beebe@camplutherwood.org.

Resumes will be accepted and reviewed on a rolling basis until the position is filled.