

Job Description

Position: Administrative Assistant – non-exempt
Reports To: Office Coordinator
Date: February 1, 2024

General Responsibilities

The Administrative Assistant provides direct support to the Director of Operations with the camp registration system and to the Director of Development for database and clerical support; he/she also supports the year-round leadership team, including the Executive Director, Director of Development, and the Camp Director with administrative tasks.

Responsibilities Performed by Individual

MANAGES the front desk in warmly welcoming all guests and answering the phone to provide them with the correct information that they need.

PUBLICLY REPRESENTS the organization, CULTIVATES relationships with CBC families, staff, and volunteers and supporters to build awareness of and commitment to Camp Beech Cliff's mission.

ASSISTS the Office Coordinator in maintaining the camp and donor databases by accurately entering and retrieving data.

ASSISTS the Executive Director, Office Coordinator, and Development Director with administrative matters related to internal management of the organization (which can be confidential).

MAINTAINS the organizational calendar for board & committee meetings, rentals, programs, and events.

INTERACTS with volunteers in managing their paperwork and assignments.

OVERSEES communications strategies for CBC's target audiences including camper families, donors, and the island community.

HAS a role in advising the leadership team with creating strategies and putting systems in place to improve registration, transportation, volunteer programs, communications, board & committee meetings, events, and other related areas to make CBC an exceptional organization.

ORDERS and MAINTAINS camp store and office supplies.

ASSIST in other areas of camp operations when needed, particularly as the central person to the CBC operation, which may include emergencies and year-round events & projects.

Experience, Education, Skills & Abilities Needed

EXPERIENCE in delivering excellent customer service required.

EXPERIENCE with database systems, including entering and retrieving data correctly.

EXPERIENCE with handling phones and other office equipment.

HOLDS an associate degree (preferred).

ABILITY in navigating social media platforms (preferred).

ABILITY to work individually and as part of a team.

EXHIBITS strong interpersonal and administrative skills.

EFFECTIVELY PRIORITIZES multiple tasks while maintaining attention to detail.

KNOWLEDGE of, and ABLE TO USE MS Office, Google, email, calendaring, and database systems.

WELL ORGANIZED and SELF-DIRECTED, with excellent time management skills.

EXHIBITS sound judgement, professionalism, and a positive

RESOURCEFUL and CREATIVE with strong problem-solving skills and able to manage a variety of issues and individuals with tact and courtesy.

COGNITIVE ABILITY to communicate, plan and conduct activities to achieve office functions as described above.

VISUAL and AUDITORY ability to identify and respond to environmental and other hazards related to camp activities and manage emergency calls calmly and professionally.

Compensation & Benefits

Hourly rate of \$20 - \$21.50 per hour (\$40,000 - \$42,000 range) DOE with benefits that include individual/family health & dental, 3% matching retirement contribution after one year of employment, training of \$500 / year, and 15 days paid time off (includes vacation, sick, bereavement, personal), 14 paid holidays.

Upon hire and annually thereafter, all employees at CBC must have background check results that are satisfactory to Camp Beech Cliff.