

OFFICE ASSISTANT

Reports to Office Manager

Overview

To support business needs of all staff members in a professional manner

To provide a welcoming environment to all involved on the Riverside ministry

To provide assistance as directed in registration, rentals, bookkeeping, managing databases, mailings, telephone calls, hosting and other areas as needs arise

Position Qualifications

- 1) Excellent verbal and written skills
- 2) Proficient with Microsoft Office Suite, Google docs and Windows
- 3) Proficient general office skills
- 4) Answer telephones in professional, friendly manner.
- 5) Desire to be an active part of a ministry team and possess an attitude of “See the need – fill the need.”
- 6) Basic understanding of camping ministry as an outreach of Lutheran congregations
- 7) Ability to maintain information in strictest confidence and to honor the integrity of all records and files.

Position Responsibilities

- 1) Assist the Office Manager in all areas of responsibility
- 2) Attain proficiency in managing database and bookkeeping software
- 3) Accept additional assignments and perform other related duties as directed.
- 4) Promote and maintain exceptional rental group relationships
- 5) Provide all necessary oversight of housekeeping

Perform other responsibilities as necessary or as assigned.

The responsibilities of this position will be carried out in keeping with the mission statement and policies of Riverside Lutheran Bible Camp. The mission statement – “To know Jesus Christ, and to make Christ known to all”