



Job Description: Administrative Assistant (Seasonal)

Overview: The Administrative Assistant will be charged with the duties of assisting in maintaining the organizational infrastructure of the Cale Ministry.

Report: The Administrative Assistant will report directly to the Operations Director

Details:

- Dates of employment: May 13 to August 15 with July 4th week off (unpaid)
- Hours: 8:30am-3:30pm Monday-Thursday.
- Breakfast and lunch are provided if you would like! If not, we do have a fridge and microwave for your own meals.
- Pay: \$375 per week.

Desired Skills and Traits:

- Task oriented
- Computer literate
- Calm and pleasant demeanor
- Efficient with time
- Strong organizational skills
- Can work independently
- Clear communicator
- Clean background check

Duties:

- Assist in maintaining the daily organizational operations of the Cale ministry.
- Receive calls and answer in a customer service minded way.
- Operate and maintain Registration System for camp registrations and payments.
- Complete mailings, file paperwork, and other office duties as needed.
- Assist with promotional materials.
- Greet visitors to the campus. Operate the front gate during summertime to allow needed guests to come onto campus.
- Receive summer camp deliveries at the office.
- Keep track of all office supplies and equipment, report any needed purchases/maintenance of supplies and equipment to the Operations Director.
- Help with community relations.
- Other duties as assigned.

