

Summer's Best Two Weeks is seeking an **Administrative Coordinator** to join the team at SB2W-Que.

Job Responsibilities

Communicate. This individual will serve as the point-person for communication regarding:

- *Camp Families.* This includes taking phone calls and responding to e-mails. It also involves the coordination of print mailings and strategic e-mail campaigns.
- *Camper Enrollment.* Update database entries, accept/wait-list/cancel campers, record tuition deposits, ensure receipt of payment and health forms, create cabin lists.
- *The World.* Manage and update the website and app. Engage on social media platforms.
- *Foundations.* Develop relationships with foundations, research and apply for grants, report on fund usage and project results.
- *Alumni.* Create regular methods of communication with camp and staff alumni.

Collaborate. Serving alongside both the Que Team and the complete SB2W Team (currently the Que and Lake Gloria) is essential. Broadly, we really work together to make camp happen. In addition to tackling projects together and all kinds of informal conversations, engaging in the following conversations are essential:

- *Que Team.* Que Fall Meeting. A look back and ahead. Your perspective is crucial. September. Monday Morning Meeting (3M). Scripture, prayer, a look to the week ahead.
- *SB2W Team.* Staff Meeting. Prayer, conversation about camp, point of connection. Tuesday AM. Staff Retreat. Broadly plan for the year ahead.

Cover Details. There are a number of other specific details to cover.

- Background checks. Ensure that the necessary background checks are performed on staff and volunteers.
- Camp Store. Oversee the operation of the camp store — including ordering of gear and supplies.
- Camp Awards. Ensure that we're ready to celebrate the accomplishments of campers.
- Lost & Found. Handle lost & found.
- Special Projects. Tackle special projects that will help develop the ministry.

Essential Characteristics of an Applicant

- a deep, personal, abiding Christian faith
- a passion to disciple, lead, and develop people in the context of camping ministry, athletics, and outdoor education
- gifts of administration, a desire to serve families, and an ability to get things done
- a commitment to God's growing a multi-cultural, multi-ethnic, and multi-generational kingdom expressed personally, relationally, and experientially
- excitement and passion to communicate with crystal clear focus to stakeholders using print, e-mail and social media platforms

Preferred Qualifications

- familiarity with web-design and multiple social media platforms
- experience with database management

Structure

- Reports to the *Que Director*.
- Part-time (September through May), full-time (June to August).
- Salary commensurate with experience.
- Interested candidates should apply by submitting a cover letter, resume, and three references (personal, professional, supervisory) to ej@sb2w.org.