



**bair lake**  
bible camp

## **ADMINISTRATIVE SPECIALIST JOB DESCRIPTION**

**Responsible to:** Advancement Administrator

### **Spiritual Qualifications:**

We are seeking a mature and equipped follower of Christ, who, while not perfect, aspires to further growth and can demonstrate evidence of a life where he or she increasingly:

- is living consistently under the control of the compelling love of Christ, the direction of the Word of God, and the control of the Holy Spirit;
- has discovered, developed, and is using their spiritual gifts;
- has learned to effectively share their faith, while demonstrating a radical love that amazes those it touches;
- gives evidence of being a faithful member of Christ's church, an effective manager of life, relationships, and resources, a willing minister to others, including "the least of these," an available messenger to non-kingdom people, hard-working, and humble and teachable; and
- demonstrates a life characterized as gospel-driven, worship-focused, morally pure, evangelistically bold, discipleship grounded, family faithful, and socially responsible.

He or she must be in complete agreement with Bair Lake Bible Camp's *Statement of Faith and Covenant/Commitment Statement*, which must be signed upon hiring.

### **Other Qualifications:**

We are seeking a professional who has strong interpersonal, organizational, and clerical skills, as evidenced by:

- Excellent written and verbal communication skills.
- A team player who is willing to serve fellow team members, the public, and volunteers with kindness, compassion, and professionalism.
- Working knowledge of office equipment with a willingness and ability to assist others in using the equipment.
- Thorough understanding of basic office procedures.
- Excellent organizational and time management skills.
- Initiative in seeing other office tasks that need to be done and implementing necessary steps to accomplish them.
- Flexibility in being able to adjust quickly and effectively in a people-oriented ministry setting. Must be flexible with days and hours worked during summer camp season and other busy seasons, and flexible with occasional short-notice adjustments of work schedule due to requirements of our mission.
- Comfortable working with a high degree of attention to detail.

- Analytical abilities and aptitude in problem-solving and a willingness to incorporate new and effective ways to achieve better results.
- Proficiency in using the Internet, Email, Google Workspace, Microsoft Office Suite, and basic desktop publishing software.
- Proven experience as a registrar, back-office assistant, office assistant, virtual assistant, or other relevant clerical role preferred, but not required.
- Knowledge of camp-related (or similar) customer/content database management systems (we use CampBrain) and Adobe InDesign preferred, but not required. Willingness to learn both is a must.
- A prior connection to and interest in camp ministry is preferred, but not required.
- Must pass background check and clearances required for a Michigan licensed facility.

### **Responsibilities:**

The Administrative Specialist will:

- Process all registrations and camper-related forms and information. Create and update records, ensuring accuracy, validity, and confidentiality of information. ***Due to the nature of the information handled in this responsibility and others, the successful candidate must be discreet and fully protect confidential information.***
  - Become the resident “CampBrain expert” as the primary day-to-day user of CampBrain.
  - Facilitate camper account invoicing and collection of payments.
  - Coordinate all camper check-ins and check-outs.
  - Configure, maintain, and close all camp seasons in the database.
  - Assign volunteer and camper housing.
  - Run reports as necessary or requested.
- As a key member of the office administration staff working in the “hub” of our organization, facilitate regular communications to staff, campers/guests, and constituents in a timely manner.
  - Perform receptionist duties such as answering phones, greeting guests, managing incoming and outgoing mailing (including mass mailings), and responding to inquiries.
  - Supervise office interns and gap-year discipleship students assigned to office responsibilities, if any.
- Assist team members with administrative processes.
  - Provide administrative assistance to the Executive Director and Department Directors, as assigned through the Advancement Administrator.
  - Monitor the level of office supplies and create orders as necessary.
  - Maintain office equipment and respond to requests or issues concerning equipment.
- Work closely with our Advancement Administrator and Content Creator on the continued development and marketing of our brand and our external communication strategies and plans.
  - Coordinate our marketing efforts.

- Help communicate marketing goals throughout the organization and equip team members to help us reach them.
- Manage social media presence and website content, create and direct programs to improve social media and website reputation and recognition, and define and develop marketing materials and programs, as he or she takes the lead on the messaging and our Content Creator takes the lead on the audio-visual of each of these elements.
- Serve as a member of our partnership development (sales) team to enable our organization to meet our objectives by providing appropriate tools, materials, and presentations to identify potential customers and generate sales leads, and to develop pricing strategies to maximize profits and market share while balancing customer satisfaction.
- Work closely with the Executive Director and Advancement Administrator to build and maintain systems and software to track and cultivate donors and prospects, including a donor database.
  - Oversee creation of publications to support fundraising activities.
  - Establish an effective communication system to ensure regular contact with prospective donors and supporters on a continual basis.
  - Generate new ideas that increase revenue and donor loyalty.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMERS:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Bair Lake Bible Camp reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Bair Lake Bible Camp is an at-will employer. As such, employment may be terminated with or without cause and with or without notice at any time and in BLBC's sole and absolute discretion. Employee may also resign employment at any time. BLBC and Employee acknowledge that under normal circumstances, at least one-month notice should be given to the other party.