

# Office Assistant Job Description

## January 2014

Reports to: Office Manager

Hours: 24-32 hours per week; potential of full-time; start-date goal is January 2014

Synopsis: This position is designed to support the office staff, to support other departments as needed, and to empower the employee to use her gifts, abilities, and passions in other areas of Timberline ministry. It also has the potential for a strong community component, in terms of fundraising, event planning, and alumni connections.

Duties:

**Primary duties include:**

- Office Administration
  - Cover the front desk, emails, and phones as needed
  - Assist Executive Director as needed (e.g. mailings, reports, etc.)
- Registration
  - Help process and administrate camper registrations
  - Follow up on guest inquiries, missing payments, etc.
- Guest Group Care
  - Assist guest groups on weekdays as needed
  - Recruit and equip weekend hosts
- Team Contribution
  - Help implement events as planned by the team
  - Attend meetings and planning sessions as scheduled

**Secondary duties may include:**

- Fundraising
  - Become an active member of the Fundraising Committee
  - Help lead and plan fundraising events and initiatives
- Community Events & Ministry
  - Lead events in your areas of passion (e.g. a ladies ministry)
  - Assist with open house or family fair types of events
- Alumni Relations
  - Help produce an alumni newsletter three times per year (September/October, January/February, and April/May)
  - Help lead and plan alumni events as scheduled
- Artistic / Creative
  - Help with gardening and landscaping
  - Create signs as needed
  - Help other departments in creative/artistic endeavors, such as decorating
- Various
  - Help out in other areas as needed and as time permits
  - Pursue mentoring relationships with staff and volunteers

Qualities:

**Strengths should include:**

- Organization
- People skills
- Writing / typing / publishing proficiencies in MS Office environment
- Team orientation

**Candidate should also have:**

- A high sense of calling to this kind of Christian ministry
- A heart of service and grace

Benefits:

**Benefits include:**

- Starting wage of \$12.00 – 13.00 per hour
- Regular benefits (EI, CPP, WCB, Vacation)
- Meals as available
- Potential to move to permanent full-time, resulting in further benefits:
  - Group insurance plan (extended medical, dentist, travel, LTD, etc.)
  - MSP payments
- There will be a six-month probationary period, with three-month review

Application:

**Process involves:**

- Written cover letter and resume to Executive Director, Craig Douglas
  - [craig@timberlineranch.com](mailto:craig@timberlineranch.com)
- Timberline staff application and references
  - <http://www.timberlineranch.com/forms/staffapp12.pdf>
  - <http://www.timberlineranch.com/forms/staffref12.pdf>
- One or two interviews
- Criminal record check

**Thank you for your interest in serving at Timberline Ranch!**