



Executive Assistant Job Description

Purpose for the Position

This position provides direct assistance to the Executive Director, helping the Executive Director succeed by providing ongoing administrative tasks (such as overseeing newsletters/brochures/social media, communicating with donors and other friends of the camp, managing the office, and conducting financial analyses).

Essential Responsibilities

- ❑ Serve as the primary assistant to the Executive Director.
- ❑ Oversee the success of the camp's publications (newsletters, brochures, social media, website), usually serving as the author and editor of these materials.
- ❑ Create spreadsheet reports and other financial analyses, helping the Executive Director ensure Twin Rocks' financial viability.
- ❑ Under the guidance of the Executive Director, assist with event planning and other donor- and constituency-related connections.
- ❑ Ensure the effective functioning of the office of the Executive Director.

Minimum Requirements/Qualifications

- ❑ Attitude of service and a commitment to Twin Rocks Friends Camp and its ministry.
- ❑ Possess an evangelical Christian commitment and lifestyle consistent with the organizational goals, including a signed agreement with Twin Rocks statement of faith and lifestyle expectations.
- ❑ Exceptional ability to communicate effectively and with courtesy in person, in writing, and on the phone.
- ❑ Previous office experience and training.
- ❑ Bachelor's degree strongly preferred.
- ❑ Ability to undertake "essential responsibilities" above in a friendly, respectful, detail-oriented manner.

Skills and Abilities

- ❑ Maintain a viable, growing relationship with Christ and exemplify that relationship in daily life.
- ❑ Ability to work with other staff in planning logistics and other decision-making.
- ❑ Exceptionally strong writing and analytical skills.
- ❑ Self motivated person who can anticipate the needs of staff and guests.
- ❑ Ability to handle multiple projects and issues at the same time and yet maintain a positive, caring attitude.
- ❑ Ability to skillfully manage office machines (computers, phones, photocopier, etc.), and computer software (Word, Excel, databases, social media, websites, etc.)

Physical & Environmental Conditions

It is important to be in good physical condition and be able to lift up to 25 pounds. The position involves working primarily inside, but may include occasional outside work.

Language Development

Able to communicate clearly in English with staff, campers, and volunteers.

Specific Vocational Preparation

Office management, computer and other administrative skills are necessary.

Associated Duties

This person will periodically work in other departments and conduct other duties as assigned.

Compensation

This is a year round position working 40 hours per week in a Full-Time Lead Worker position, eligible for Paid Personal Leave benefit.

Reports to

Twin Rocks Executive Director