



Position Open: Office Manager
Reports to the Executive Director
32-40 hours per week, Hourly/Non-exempt. Includes some evenings and weekends.
Salary: \$21/hour
On-site with possibility of hybrid at times.

Open beginning: October 25, 2024 **Start Date: by November 18, 2024 or until filled**

To Apply: Submit your current resume with cover letter to: jobs@lutherwoodoregon.org
Please no phone calls.

Camp Lutherwood Oregon is a year-round camp and retreat center serving campers, guest, community groups and congregations in Oregon and Southwest Washington. It is located near Cheshire, Oregon in the coastal foothills 25 miles northwest of Eugene, Oregon. For additional information visit www.lutherwoodoregon.org

Position: Office Manager

Merge your camp passion with your administrative skills in a role on our growing and dynamic camp team. This is a great opportunity to work in a camp community and lead the office management. This position is a hands-on role to run camper registration, lead office and admin functions, and work with the camp community, partners, staff, and vendors to support all camp programs.

Candidates with a clear understanding of the camp industry are preferred but not required, exceptional customer service skills are a must, ability to learn and gain proficiency with camp registration software is key, and office and admin experience are highly encouraged to apply.

The Office Manager will be the first and primary contact for all of our guests via phone, Internet, and in-person encounters. The Office Manager will lead in the development and coordination of a thriving year-round camp community through excellent hospitality and customer service.

Role: The primary purpose of the Office Manager role is to:

- Provide administrative support to Executive Director
- Management of all office functions and processes
- Database and Registration system management

Essential Duties:

- Manage all aspects of the camper registration system.
- Support Guest Services where needed.
- Assist with the ACA (American Camp Association) accreditation process and accurate record keeping
- Manage donor databases, including systems for donor records, prospects, profiles, reporting, and recognition
- Create and print all thank you acknowledgement letters.
- Assist Executive Director and staff with fundraising, promotion, and communication using Constant Contact and other software
- Actively participating in the newsletter creation and mailing.

- Support to social media
- Attend and support events/fundraisers
- Oversee Trading Post (camp store) processes, purchasing, inventory
- Manage Office cleanliness, organization, Inventory and ordering
- Assist Finance Manager in handling of deposits, store income, and petty cash

Characteristics:

Desired characteristics include

- Highly organized
- Timely
- Flexible
- Willing to offer high level of hospitality to others
- Problem solver
- Team player.

Must be able to communicate effectively and professionally and interact with guests and volunteers of all ages. Must be willing to learn and take on additional responsibilities as required. Must have the ability and willingness to work and honor an organization that is a culture of continual improvement as well as the ability and willingness to work in and honor an organization that is committed to its mission and values.

Skills:

Efficient in all aspects of Microsoft office including word, execl, canva,powerpoint and google office suite.

Bachelor’s degree or a minimum of 3 years professional experience preferred.

Demonstrated ability to organize projects, meet deadlines and work with all staff. Excellent computer, verbal and written communication skills.

Database management skills, phone skills, and ability to learn new software systems effectively and efficiently.

Reports to: Executive Director

Physical Demands:

The physical effort typically applied in this job includes: Lifting, Carrying, Reaching, Pulling, Pushing, Stooping, Standing, Bending, Speaking, and Listening.

Lutherwood Oregon’s Commitment to an Inclusive Work Environment

Camp Lutherwood Oregon strives to be a place that is welcoming and supportive of all people regardless of age, race, religion, gender expression, or sexuality and expect all potential employees to both enjoy and contribute to that environment.