



ADMINISTRATIVE ASSISTANT FOR CANYON CAMPS

The Oklahoma Conference is excited to announce a search for an Administrative Assistant for Canyon Camps that will report directly to the Site Director for Canyon Camps. This role will coordinate group events, including notifying camp staff of booking, set up contracts, and ensuring to provide excellent customer service. Will create brochures, social media posts, and other forms of advertisement to let groups know of the various services provided at Canyon Camp. The Administrative Assistant will assist with the accounts payable and receivable functions, ensuring that invoices for services are created in a timely manner.

Primary Roles:

- Provide administrative support to the Site Director, ensuring that all documents are organized and filed in a timely manner and that they are accessible while the individual and/or group is actively attending the site.
- Assist in setting up contracts with groups that would like to attend the camp. Ensuring that contract is created with the correct information and pricing. Assist in preparing and distributing event profile information to personnel at the Camp site and to the group attending the event.
- Create presentations, social media posts, brochures, flyers, and email blasts to help promote the camp and inform groups of all of the offerings. Taking updated photos of the camp facilities and activities, ensuring to receive the proper releases from individuals. Create a timeline and strategy of when social media posts should be released.
- Update and manage the contact list for various fundraising opportunities and donors. Ensuring to update the individuals and organizations listed.
- Assist in reaching out to donors to help with fundraising activities for the camp. Sending out email communications, mailing flyers, and calling donors as needed.
- Perform other duties as assigned.

Qualifications:

- A high school diploma or GED is required.
- 1 to 2 years' previous experience in an administrative position is required. Previous experience in an accounting position is preferred.
- Previous work experience in an accounting or social media position is preferred.
- Proficiency with Google Suite and Microsoft Office Suite, including Microsoft 365, is required.



Oklahoma Conference
of The United Methodist Church

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- Professional Appearance
- Excellent written and verbal communication skills.
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to work individually and as part of a team.
- Ability to organize, multitask, prioritize and work under pressure
- Knowledge of The United Methodist church is preferred

The Oklahoma Conference of The United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

Email resume and cover letter to jobs@gcfa.org

Closing Date: March 22, 2024

No Staffing Agencies or Recruitment Firms