



## MARKETING AND REGISTRATION ADMINISTRATIVE ASSISTANT

The Oklahoma Conference is excited to announce the search for a Marketing and Registration Administrative Assistant in the Camp and Retreat Ministry office. This role will be responsible for updating and maintaining the registration records, health records, camp invoices, and background checks for the various locations for OKUMC Camps. Ensuring that all records are accurate, up to date, and stored in a secure location. The Marketing and Administrative Assistant will assist the Administrative Coordinator with the creation and distribution of various materials for OKUMC Camps.

### Primary Roles:

- Assist with customer service support for registrations for Conference Summer Camps. Assist constituents with questions regarding registration software and general knowledge of the Conference Summer Camps.
- Assist the Administrative Coordinator with collecting payment information for OKUMC Camps locations. Ensuring to record payment information and contact information. Inputting all data into the appropriate system.
- Assists in maintaining records for the Conference Summer Camps, including photos, evaluation forms, and other documentation as provided. Review and track responses on evaluation forms.
- Creates social media posts, brochures, and flyers to for OKUMC Camps for seasonal and year round events.
- Ensures that volunteer background checks and safe sanctuary trainings are being completed for volunteers.
- Perform other duties as assigned.

### Qualifications:

- A high school diploma or equivalent is required for this position.
- Previous experience in an administrative or marketing position is preferred but not required.
- Proficient with Google Suite or Microsoft Office Suite, including Word, Excel, and Outlook
- Proficiency with Canva and Meta Business Center is preferred.
- 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



**Oklahoma Conference**  
of The United Methodist Church

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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](mailto:jobs@gcfa.org)

***No Staffing Agencies or Recruitment Firms***