Job Description

Position: Office Coordinator

Purpose: To carry out the mission of Riverside, “To know Jesus Christ and to make Christ known to all” in providing outstanding administrative support to the team and excellent communication with Riverside’s guests, families, and staff.

Qualifications

- Disciple of Jesus Christ.
- A leader who demonstrates a consistent life of integrity and humility (1 Timothy 3:1-12 and Titus 1:6-9).
- Embraces Riverside’s Mission, Core Values, and Statement of Faith.
- Committed to the Biblical design for ministry leaders to equip God’s people to do His work (Ephesians 4:11-13).
- A team player who is encouraging, compassionate, and comfortable providing direction to staff and volunteers; is self-motivated and efficient; and is able to work well individually and as a member of our team.
- Three+ years of experience in office administration is preferred.
- Excellent relational, verbal, and written communication skills, strategic thinking, and team-building skills.
- Proficient in Microsoft Office programs and comfortable learning new technology systems used in our office for camp registration and QuickBooks for financial tracking.
- High energy and initiative in working efficiently and helping improve current systems.

Responsibilities

- Be a relational and hospitable leader who seeks to know Jesus Christ and make Christ known to all people.
- Provide excellent hospitality to all guests.
- Provide excellent guest service face-to-face, over the phone, and by email to all Riverside supporters, parents, vendors, etc.
- Become proficient in our CampWise camp management software to set up and manage all online registrations, and Donor Dock for donor gifts.
- General accounting work, using QuickBooks accounting software to take care of entering/paying all bills and bank deposits.
- Oversee and coordinate all in-office mailings and compile up-to-date mailing lists.
- Oversee all ordering of office supplies and printer supplies.
- Coordinate administrative tasks and scheduling for Riverside Retreats/Rentals.
- Serve as a retreat host on a rotating basis with other year-round staff.
- Presence at designated Riverside events throughout the year.
- Live out our core value of relationships with staff, guests, friends of the camp, local vendors, and businesses.

COMPENSATION/COMMITMENT

- This is a salaried, on-camp (not remote) position. The position is full-time, but hours and days worked may vary depending on the season. Hours do include an occasional weekend day.
- Monthly DAWG day (Day Alone With God) September through May, one 24-48 silent retreat annually (in lieu of that month's DAWG day), and time set aside for mentor/discipler as part of the work week.
- Generous holiday paid time off in addition to two weeks of paid vacation and sick time.
- Health insurance is available through Riverside group plan (Blue Cross Blue Shield), family or individual (some cost to employee.)
- Flexible Spending Account (FSA) benefit - set aside pre-tax dollars that help pay for qualified medical and dependent care expenses.
- Employer match contribution of up to 3% into Thrivent IRA.
- Professional development and networking (conferences, regional gatherings) through Christian Camping and Conference Association.

IF YOU HAVE QUESTIONS - please contact Cheri Schendel-Hennager, Associate Director at Ph. 515-733-5271 or at Cheri@RiversideLBC.org.

TO APPLY - Send cover letter and resume to Cheri Schendel-Hennager, Associate Director at Cheri@RiversideLBC.org.