

Job Description – Office Coordinator

Flathead Lutheran Bible Camp, Kalispell, MT

Classification: Year-Round

Responsible to: Executive Director



Mission statement: *Living and proclaiming the Gospel in a time and place apart, we embrace Jesus' love, grow in faith, and leave renewed for Christian service.*

This Office Coordinator Job Description shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

About our Ministry

Flathead Lutheran Bible Camp (FLBC) seeks to call an Office Coordinator to serve, sustain and strengthen the ministry the camp offers. FLBC is a year round ministry, with a focus on summer youth camping in its lakeside residential camp, in congregational day-camping and in wilderness off-site programs. Other programs include summer adult and family camps, year-round retreats for all ages, FLBC-sponsored retreats and congregational assistance in outreach and programming.

Flathead Lutheran Bible Camp, which began in 1943, is owned by 55 Lutheran congregations in Western Montana and is a partner with these congregations, supporting their ministry of faith formation and outreach. FLBC is also a destination program for congregations from around the country, providing wilderness group-building and spiritual growth programs in Western Montana. FLBC is committed to working with groups to make their faith-focused retreat/event/trip experience productive and beneficial for the group. FLBC serves 7,000 people in its year-round ministry.

The Office Coordinator's primary responsibilities include:

- Assisting the Executive Director in all Camp operations, as needed;
- Managing the business office of the Camp;
- Utilizing CampWise, an interactive database, to its maximum potential;
- Working with Year-Round Staff to coordinate all Camp operations and personnel;
- Creating a warm, hospitable environment for past, current, and future guests of the camp;
- Exhibiting professionalism, cordiality, and excellent communication skills at all times; and
- Complying with all employment policies and procedures, including the Flathead Lutheran Bible Camp Employee Handbook.

The Office Coordinator will also:

- Maintain and maximize the use of CampWise, an interactive database used for registration, communication, finances, and donor relations;
- Work directly on various tasks including travel schedules, appointments with donors and supporting congregations, and organizing and planning projects, plus other tasks assigned by the Executive Director;
- Oversee all aspects of the registration process for the camp/retreats; maintain contracts, schedules, and necessary communication to participants, including booking retreats, billing retreats, summer registrations, volunteers and maintaining all accounts receivable;
- Work closely with staff to update and maintain the website and to design the ministry's marketing, promotion and production pieces;

- prepare all financial postings, bills, and accounts receivable for the bookkeeper/accounting firm;
- Care for donors daily, including thorough record-keeping, posting gifts, maintaining updates, producing mailings, announcing events, and writing thank you correspondence, using CampWise, an interactive database that supports donor relations;
- Maintain legal records, licenses, and annual reports;
- Handle general office responsibilities, including filing, mailings, photo-copying, errands, and equipment maintenance, including telephone systems and computers
- Promote and market camp through phone calls, mailings, on-line, and print material
- Manage bulk mailings and correspondence to board members, donors and supporting congregations
- Coordinate with local congregations to recruit volunteers to the camp office for mailings and/or other special projects
- Answer phones and direct calls to the appropriate staff members; and
- Maintain and update HR files, including new hire paperwork, time off records, and other HR records for all employees

Qualifications

- Ability to work independently, alone, and with minimal supervision
- Highly organized, able to multi-task, and able to meet necessary deadlines
- Strong computer skills, including interactive database management and Word (mail merge and templates), Excel and other computer programs, plus website content management and social media skills
- Proven oral and written communication skills
- Ability to lift and carry 25 to 30 lbs.; also must be able to walk up and down stairs, as no elevator is available
- Respectful and sensitive to Lutheran Christian theology and traditions
- A great sense of humor!

Compensation: Salary (negotiable, depending on experience) plus other benefits

To apply: Please send resume and cover letter, via mail or email, by November 30, 2017, to:

Margie P. Fiedler
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Interviews are planned for mid-December, and the Office Coordinator will begin work January 15, 2018, or otherwise as soon as possible.