

## Job Description – Administrative Assistant

Flathead Lutheran Bible Camp, Kalispell, MT  
Classification: Year-Round, Full Time Exempt  
Responsible to: Executive Director



**Mission statement:** To experience Christ's grace through meaningful relationships, shared adventures and purposeful service.

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

### The Administrative Assistants essential job functions include:

- Assisting the Executive Director in the administration of Flathead Lutheran Bible Camp;
- Managing the business office of the Camp;
- Working with the Registrar and office assistants for efficiency and hospitality of all guests
- Utilizing CampWise, an interactive database, to its maximum potential;
- Working with Year-Round Staff to coordinate all Camp operations;
- 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.

### Specific job duties for the Office Coordinator position include:

- Maintaining and maximizing the use of CampWise, an interactive database used for registration, communication, finances, and donor relations;
- Working 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;
- Overseeing all aspects of the registration process for the camp/retreats; maintaining contracts, schedules, and necessary communication to participants, including booking retreats, billing retreats, summer registrations, volunteers and maintaining all accounts receivable; this will normally be delegated to the Registrar
- Working closely with staff to update and maintain FLBC's website and designing the ministry's marketing, promotion and production pieces;
- Overseeing the data base, including maintaining the integrity of the donor data base and functionality;
- Preparing all financial postings, bills, and accounts receivable for the bookkeeper/accounting firm;
- Managing donor relations, to include: 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;
- Maintaining accurate and timely legal records, licenses, and annual reports;

- Handling general office responsibilities, to include filing, mailings, photo-copying, errands, and equipment maintenance, including telephone systems and computers;
- Promoting and marketing Camp through phone calls, mailings, on-line, and print material;
- Managing bulk mailings and correspondence to board members, donors and supporting congregations;
- Coordinating with local congregations to recruit volunteers to the Camp office for mailings and/or other special projects;
- Answering phones and directing calls to the appropriate staff members; and
- Maintaining and updating HR files, to include new hire paperwork, time off records, and other HR records for all employees.

### **Required Qualifications, Skills, and Knowledge**

- Minimum of a high school diploma or the equivalent is required.
- Must successfully pass a background check to FLBC's satisfaction.
- Minimum age of 21 with a current, valid drivers' license is required.
- Must possess the ability to work independently, alone, and with minimal supervision.
- Must be highly organized, with the ability to multi-task and meet necessary deadlines.
- Must possess 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 are required.
- Must be able to lift and carry 25 to 30 lbs., and navigate a rough and natural terrain, including stairs up and down to the office
- Must be respectful and sensitive to Lutheran Christian theology and traditions.
- Normally a Mon-Friday position; with some weekend work for events, and Sunday summer registration
- A great sense of humor is necessary!

This position offers a competitive full-time exempt salary and benefits.

Interested candidates: Please send an email or snail mail letter of interest and resume to Executive Director Margie Fiedler. [Margie@flbc.net](mailto:Margie@flbc.net) FLBC 603 S Main St Kalispell, MT 59901