



Bellwether
— FARM —
CAMP • RETREAT • EDUCATION CENTER



THE EPISCOPAL
DIOCESE OF OHIO

Administrative Assistant for Bellwether Farm

Job Summary

Bellwether Farm Camp, Retreat, and Education Center is seeking a part-time Administrative Assistant to provide support to its camp and retreat ministry. Bellwether Farm is a ministry of the Episcopal Diocese of Ohio, a community of 16,000 baptized members in 84 parishes in the northern 48 counties of Ohio. The ideal candidate will be highly organized, energetic, and a collaborative team player. S/he will need to have excellent communication, time management, and creative problem-solving skills.

Duties include data management in connection with event and overnight bookings, communication with and coordination of prospective and current guests, management of summer camp registration, office management, and overall general clerical support.

The ideal work hours would be 9:00 a.m. – 2:00 p.m. four days per week.

Job Responsibilities

- Respond to website, email, and telephone inquiries from potential visitors, guests, and summer campers, and communicate details regarding Bellwether's mission, events, and space availability.
- Work in the Campwise database to enter, maintain, and update reservation and financial information for upcoming events, including registration of summer campers and counselors.
- Timely communication with future guests regarding space and dietary needs, including managing deadlines for payment.
- Coordination with Bellwether Farm staff, diocesan program staff and diocesan finance office regarding the needs for upcoming events.
- During the summer camp months (June through mid-August), coordinate camper arrivals and departures, manage email and telephone communication with parents (including uploading photos), coordination with camp staff regarding dietary restrictions and other necessary information.
- In coordination with the camp director, prepare and manage camp online registration.
- Organize and maintain records, including but not limited too: medical forms, registration paperwork, and liability release forms

Skills and Qualifications

- Bachelor's degree preferred
- Two+ years experience as an Administrative Assistant (or equivalent)
- Excellent computer skills using both Windows and Mac platforms with knowledge of websites, Facebook and Twitter, and ability to use:
 - MS Word
 - Excel
 - Filemaker or similar database

Compensation

This is a part-time position (i.e., 15-18 hours/week) that does not include benefits. Compensation is commensurate with experience.

Submit resume with cover letter to:

Mr. Brandon Gooch
Director, Bellwether Farm Camp, Retreat, and Education Center
4065 N. State Route 60
Wakeman, OH 44889
Phone: 662.832.5696