

# HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

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## *POSITION DESCRIPTION*

### **Hope Shores Administrative Assistant**

#### **Purpose**

- 1) Provide program support for Hope Shores programs and events;
- 2) Manage camp registration and communication with families and staff.

#### **Characteristics and Qualifications**

- 1) Personally committed to the Lordship of Jesus Christ demonstrated by prayer, devotional life, integrity, and accountability.
- 2) Able to relate to and connect with people from a variety of ages and stages in life.
- 3) Possessing strong time management and organizational skills.
- 4) Possessing effective communication skills.
- 5) Proficient in (or able to learn) computer skills, including: typing, Microsoft Office, Google apps, ACS data base, social media, website management, Ultra Camp, Constant Contact.

#### **Roles and Responsibilities**

1. Program Support (75%)
  - a. Help gather, assemble, organize and set up supplies and resources needed for camp programming.
  - b. Be present for summer camp registration and check-in.
  - c. Provide set up and tear down support for programs and special events like camp registration, camp Sunday, camp fundraising etc.
  - d. Purchase and maintain camp supplies.
  - e. Design and print materials to communicate through monthly emails, Constant Contact, Hope Crossings newsletter, social media, bulletins, bulletin boards, etc.
  - f. Help with administrative tasks related to recruiting volunteers and hiring of camp staff.
  - g. Send offerings, donations, reimbursement requests, Visa and expense reports to Hope Church bookkeeper.
  - h. Communicate regularly with facilities staff about set ups as needed.
2. Registration and Communication (25%)
  - a. Maintain and host camp registrations using Ultra Camp.
  - b. Manage communication with families, connecting them to Directors as needed.
  - c. Attend monthly Camp Team meetings and All Staff meetings.

## **Relationships**

This is a 10 hour per week position.

This position reports directly to the Hope Shores Co-Directors. The Hope Shores Program Assistant will also partner with other staff and ministry departments of Hope Church as needed.