

## **Administrative Assistant**

Camp Hope of Southwest Washington  
12800 NE Roper Rd. Battle Ground, WA 98604  
Part-time: 5-20 hours per week  
Pay: \$17-20/hour

### **OUR MISSION:**

Camp Hope of SW Washington is a growing non-profit community service organization that helps youth thrive with outdoor-based learning, adventure, and fun. We are building a team of people who want to make a positive difference in the next generation that sadly averages 44 hours of screen time per week and less than 10 minutes per day outdoors.

The Clark County owned property is located two miles north of Battle Ground, Washington. We offer 15-20 days of camp and 1 foster family camp each year, as well as renting the camp for day use, outdoor schools, and overnight camping.

### **POSITION SUMMARY:**

The **Administrative Assistant** lives our values of wonder, discovery, stewardship, community, and service.

The ideal candidate has administrative and clerical experience assisting with accounts payable, purchasing, donor management, and event registration.

This position ranges from 5-20 hours per week. The busiest seasons are during the summer and fundraising season. Work is a combination of on-site and remote work.

### **ESSENTIAL FUNCTIONS:**

The **Administrative Assistant** reports to the Executive Director. The duties include:

1. Administrative support:
  - a. Assist with project and event coordination and follow-up tasks.
  - b. Manage calendars, schedule appointments, and coordinate meetings.
  - c. Prepare reports and correspondence.
  - d. Maintain office supplies inventory.
  - e. Manage contact information for campers, clients, donors, and volunteers.
2. Donor Administration.
  - a. Assist with requests for donations and sponsorships.
  - b. Record donations and send donation receipts.
3. Camp Registration, including but not limited to:
  - a. Assist Program Director with administrating scholarships.
  - b. Assign camper groups, create name tags and schedules.
4. Camp Rental Management, including:
  - a. Send invoices and agreements.

- b. Assist with Outdoor School contracts and invoices.
  - c. Track receipt of payments and Certificates of Insurance (COI).
  - d. Managing on-line reservation calendars.
5. Assist with purchases for other departments.
  - a. Track purchase orders and receipts.
  - b. Photocopying, scanning, mailing, and filing.

**QUALIFICATIONS:** The ideal candidate has:

- Experience with Quick Books Online and/or a donor management system.
- Two years of bookkeeping and clerical experience.
- Excellent collaboration and communication skills.
- Flexibility for a changing operational pace.

**SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:**

- Pass a criminal background check.
- Skill to perform standard reconciliation with source documents.
- Proficient in the use of Microsoft Word and Excel.
- Adaptable to new data systems and on-line applications
- Use English both in written and verbal form.
- Use correct spelling, grammar, and punctuation,
- Perform basic arithmetic calculations.

**PHYSICAL DEMANDS:**

- The position is office work with a combination of on-site and remote work.

**HOURS and BENEFITS:**

- \$17-\$20 per hour depending on experience

**TO APPLY:**

Send your resume' and a cover letter to [applications@camphope-wa.org](mailto:applications@camphope-wa.org)