



JOB DESCRIPTION

Job Title: Executive Assistant

Reports To: Executive Director/Program Director

Salaried or Hourly: Salaried

Exempt or Nonexempt: Exempt

Supervisory (# of staff supervised): None

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS:

Because of Camp Blessing's exclusive Christian purposes of evangelism and discipleship, and to reflect what has always been and will continue to be the position of Camp Blessing, specifically the Christian belief that each and every employee and volunteer of the corporation should minister as a servant of God with the primary responsibility of proclaiming the Gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation, Camp Blessing shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Camp Blessing staff, including the Camp Blessing Statement of Faith. Therefore, employees and volunteers of Camp Blessing, during working and nonworking hours, shall be ready, willing and able to fulfill such ministry functions as may be required by the organization and refrain from conduct and statements that detract from the biblical standards taught and supported by Camp Blessing.

Essential Duties:

Spiritual Formation: Intentionally provide opportunities for staff to grow deeper in their relationship with Jesus.

- Participate in opportunities for growing deeper in your relationship with Jesus.
- With direction from the Executive Director and Program Director, develop an annual personal spiritual growth plan.
- Foster an environment where administrative work reflects Christ-like excellence and integrity.

Attentive Hospitality: Equip servant leaders who anticipate and respond to the needs of our guests, staff and vendors, through Christ-like service.

- Manage incoming phone calls for the camp office, routing calls promptly and courteously to the appropriate staff member or department.
- Anticipate and respond to the needs of the Executive Director and Programs Director, proactively managing priorities and deadlines.
- Represent Camp Blessing with warmth and professionalism in all communication, by phone, email or in-person.
- Support special events, donor activities, and organizational initiatives with excellent hospitality.

Interpersonal Relationships: Help build relationships that reflect the character of God with guests, volunteers, staff and vendors.

- Build relationships that reflect the character of God with guests, volunteers, staff, board members, donors, and vendors.

- Communicate clearly and graciously, in both writing and conversation, with staff, guests, board members, donors, and vendors.
- Coordinate Board of Directors logistics and communications on behalf of the Executive Director.
- Support overall camp communication and operational excellence of the program department in coordination with the Program Director.

Comprehensive Stewardship: Manage with integrity the finances, people, buildings and equipment that have been entrusted to our ministry.

- Manage executive calendars, meetings, travel arrangements, and correspondence for the Executive Director and Programs Director.
- Manage expense tracking and reporting with accuracy and integrity.
- Maintain organized systems and files to support general administrative tasks.
- Record meeting minutes and ensure timely follow-up on action items.
- Maintain confidentiality and handle sensitive information with discretion.
- Assist with process improvements and administrative efficiencies.

Talent Development: Through a consistent and accountable evaluation process, we identify and provide opportunities for staff in continuing education, leadership development, career-pathing and cross-training.

- Intentionally pursue opportunities for personal growth and development.
- Participate in training opportunities that strengthen administrative and organizational skills.
- Learn and utilize technology and AI tools to enhance productivity and administrative operations.

Embracing Excellence: Gladly prepare an environment that glorifies Jesus Christ.

- Execute general administrative tasks with consistency, accuracy, and attention to detail.
- Prepare presentations, reports, agendas, and board materials with professionalism and polish.
- Maintain a high standard of written and verbal communication in all correspondence, including email.
- Exemplify Camp Blessing standards in the way you conduct yourself with guests, volunteers, staff, board members, donors, and vendors.

Camp or Job Specific Working Conditions:

- Standard office environment, including regular use of computer, telephone, and other office equipment.
- In-person, on-site work at the Camp Blessing office.

Education:

- Some college education preferred.

Qualifications and Experience Required:

- Minimum of 3-5 years of Executive Assistant experience, supporting senior leadership or executive-level staff.
- Minimum of 3 years of experience with Microsoft Office (Word, Excel, PowerPoint).
- Experience or familiarity with Google Suite (Docs, Sheets, Drive, G-mail) and Canva.
- Highly organized with strong project management skills and attention to detail.
- Excellent written and verbal communication skills.
- Strong email communication skills.
- Experience managing phone.
- Experience with expense tracking and reporting.
- Ability to work independently and exercise sound judgment.

- Comfortable learning and utilizing emerging technologies and AI tools.
- Experience in nonprofit, ministry, or mission-driven environments preferred.
- Demonstrate professionalism in written and verbal communication with guests, volunteers, staff, board members, donors and vendors.
- Demonstrate understanding of Camp Blessing ministry, strategy and mission.

Confidentiality Statement:

This role is entrusted with sensitive financial, personal, medical, and operational information regarding campers, staff, and the organization. Maintaining strict confidentiality is required at all times. Disclosure of any confidential information to unauthorized parties is prohibited and may result in disciplinary action, up to and including termination.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description, and I believe I can perform the duties as described.

Staff Person's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____