



## **RRBC Office Assistant Job Posting**

Position: Office Assistant

Location: Red Rock Bible Camp is located in the Whiteshell Provincial Park, MB, Canada. The Office Assistant is expected to work from home and is expected to reside within 2 hours of the camp site in the Winnipeg or Steinbach region.

Start Date: Mid - May, beginning with approximately 10 hours per week, transitioning to approximately 20-25 hours per week in July.

Salary: This is an hourly position with a starting hourly rate of \$15.50

Red Rock Bible Camp is a Christ-centered Bible camp, operating year-round with summer camps, retreats and rental groups. Our mission is to make and grow disciples of Christ through Christian Camp Ministry. We are seeking a proactive and versatile Office Assistant to join our team and contribute to our mission.

### Position Overview:

We are looking for an Office Assistant who will begin with some of the following tasks working alongside the Office Manager, to eventually be responsible for a variety of administrative tasks, including data entry, social media management, technology support, website updates/maintenance, and summer camp registration and staff paperwork. This role requires strong organizational skills, attention to detail, and the ability to handle multiple responsibilities efficiently and work independently.

### Responsibilities:

- Perform accurate and efficient data entry tasks, maintaining databases and records.
- Manage social media platforms, create engaging content, and interact with followers to enhance brand presence.
- Update and maintain the camp website, ensuring content is up-to-date and user-friendly.
- Oversee summer camp registration process, including managing camper information, processing payments, and responding to inquiries.
- Maintain staff records, including hiring paperwork, training certifications, and scheduling.
- Assist with donor development tasks and event planning, such as the annual cyclathon and fund-raising banquet

### Qualifications:

- A committed Christian with a deep understanding of and personal faith in Jesus Christ.
- Proven experience in office administration, preferably in a fast-paced environment.
- Proficiency in data entry and database management.
- Familiarity with Quickbooks, CampBrain, and Microsoft Teams or strong computer experience and ability to learn these processes quickly
- Basic knowledge of website design and maintenance, including proficiency with website management tools.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and manage time effectively.
- Familiarity with summer camp operations and registration processes is a plus.
- Strong understanding of social media platforms and experience managing accounts.

### To Apply:

Motivated and organized individuals with a passion for supporting summer camp operations, are invited to submit their resume and a cover letter outlining their qualifications and alignment with Red Rock's Christian values to [hr@redrockbiblecamp.com](mailto:hr@redrockbiblecamp.com). Please include "Office Assistant Application" in the subject line. Applications will be accepted until a suitable candidate is found. Only those selected for an interview will be contacted.