

Administrative Assistant



About Lake Waubesa Bible Camp

With a heart to create opportunities for life change through the love of Christ, LWBC is a small year-round non-profit camp located in McFarland, WI. We provide high-energy, relationship-driven summer overnight & day camp programs for children aged 5-high school. We invest in summer staff & interns, providing spiritual discipleship, leadership opportunities, and faith-based community. Year-round opportunities to invest in families, ministries, and the local community include special events & retreats.

About the Role

The Administrative Assistant is a year-round, part-time position (10-15 hours/week) which supports the mission of Lake Waubesa Bible Camp by providing administrative support for the camp's programs. The position meets vital behind-the-scenes needs to enable the camp to operate smoothly as well as being a key contact person in the office for camp families, groups, and individuals. Compensation: up to \$15/hour

Key Responsibilities

- Communicate and build trust with retreat & event leaders and camp families by phone and email
- Coordinate camp inquiries
- Administer logistics for summer camp registrations
- Assist with preparation, printing, and assembling program projects and camp mailings
- Screen and route phone, paper mail, and email communications to appropriate personnel
- Manage office supplies and files
- Assist with data entry and record keeping for financial, program, and marketing areas
- Assist with other duties and projects as assigned by the Executive Director

Candidate Qualifications

- Has a sincere love for God, a personal relationship with Jesus Christ, a Christ-honoring lifestyle, and a heart for children and adults to come to know and love God
- Self-starter, able to work on own
- Focused and detail-oriented, able to meet deadlines
- Strong verbal communication skills with the ability to convey warmth, enthusiasm, and trust
- Strong writing skills to communicate via email and on social media
- Exceptional organizational skills and ability to multi-task
- Strong computer skills

To Apply

Position available immediately. Apply online at lwbc.com/employment

For additional information: contact Ron Kregness, Executive Director at ron.kregness@lwbc.com