



CAMP RESILIENCE POSITION DESCRIPTION

POSITION: Administrative Coordinator
AGENCY: Camp Resilience
PAY: \$20-25/hour depending on experience
REPORTS TO: Executive Director

FSLA: Non-Exempt
STATUS: Full-Time

ABOUT CAMP RESILIENCE

Camp Resilience leverages the scenic outdoors of the New Hampshire Lakes Region to improve the physical, social, mental, and emotional well-being of Military Service Members, Military Veterans, First Responders, and their Families. We facilitate outdoor experiential learning activities, life skills training classes, along with peer-to-peer counseling opportunities, in order to enable and empower participant resilience and well-being. Additionally, we prepare and encourage participants to positively impact their home communities throughout New England.

POSITION DESCRIPTION

The Administrative Coordinator is responsible for all aspects of day-to-day office operations to include, but not limited to, office management bookkeeping, correspondence, records keeping, deadline monitoring and overall organizational calendar, digital platforms including some social media, and IT. The Administrative Coordinator provides logistical support for Camp Resilience multi-day retreats including some weekends.

KEY RESPONSIBILITIES

- Handles all day-to-day office functions for the organization to include bank deposits, mail distribution, electronic and paper files, vehicle registration/inspection, and the purchasing and maintenance of supplies and equipment.
- Serves as primary contact for incoming phone calls and general e-mail correspondence.
- Maintains and updates the website including all online application and inquiry forms.
- Supports the Executive Director and Board President, as needed, including coordinating committee meetings, attending, and taking monthly Board meeting minutes.
- Serves as primary contact to contract bookkeeper using Quick Books for the tracking and reporting of revenue and expenses.
- Creates project-based financial reports for each Camp Resilience retreat
- Maintains expense records and receipt files
- Maintains and utilizes Database for Retreat Participants & Volunteers



- Supports the Program Coordinator with the successful execution of Retreats. This includes generating and distributing promotional materials and may include assisting with logistics, printed material and coordinating volunteer activities.
- Assists the Development Director with social media postings, fundraising events, and mailings.
- Maintains the office in good order, creating and keeping an adequate supply of printed promotional materials and resale merchandise (hats, t-shirts, etc.) items inventoried and in stock.
- Other duties as assigned.

RELEVANT EDUCATION, EXPERIENCE AND SKILLS

- Minimum of 3 years general administrative experience required.
- Non-Profit operations experience, including working knowledge of Fund Accounting for general bookkeeping purposes, using QuickBooks preferred.
- Expertise with Microsoft Office software, specifically Word, Excel, Power Point, Outlook and Access and Microsoft OneDrive cloud-based services.
- Demonstrated proficiency with technology. Experience maintaining a website, maintaining a Salesforce database, running queries, using Internet based applications, such as Zoom, Canva, Social Media (Facebook, Instagram, Twitter, LinkedIn), preferred.
- Excellent organizational and communication (written and verbal) skills.
- Ability to work independently, manage multiple tasks, prioritize projects, and be adaptable to changing situations.
- Bachelor's degree in a relevant field preferred
- Veterans and/or first responder experience preferred

ADDITIONAL REQUIREMENTS

- Pleasant personality and telephone manner, clear speech, and ability to hear adequately to communicate by phone
- Ability to travel throughout New England
- Ability to work a flexible schedule, which includes nights and weekends
- Valid driver's license

PHYSICAL REQUIREMENTS

- Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist-high level whenever necessary
- Mobility includes regular sitting, some standing, lifting, carrying, and walking
- Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required.



TO APPLY

Send your resume and a cover letter outlining your experience and passion for our mission to Jobs@camp-resilience.org. Please write “**Application – Administrative Coordinator**” in the subject line.

EQUAL OPPORTUNITY EMPLOYER

Camp Resilience is committed to creating a diverse and inclusive work environment. We encourage candidates from all backgrounds to apply and bring their unique perspectives to our organization.