

## Administrative Assistant

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**Responsible to:** Executive Director

**Direct Report(s):** Executive Director, Director of Ministries

### **Qualifications:**

- ⇒ Must have a personal relationship with Jesus Christ and be a witness for Him in word and deed
- ⇒ Should be actively involved as a member of an Atlantic Baptist Church in the Yarmouth County Association
- ⇒ Shall be at least 18 years old
- ⇒ Shall have a working knowledge of office management, office equipment and computer skills
- ⇒ Must have excellent organizational skills and communication skills
- ⇒ Must be willing to become familiar with and follow camp policies and procedures

### **Duties and Responsibilities:**

- ⇒ Type all camp correspondence
- ⇒ Responsible for media releases for upcoming camp events
- ⇒ Organize and help distribute flyers, brochures and food donation lists etc. to area churches
- ⇒ Receive registration and monies and organize them in such a way as to set up each camp
- ⇒ On registration day, must be willing to register all campers and do appropriate book work – this is done on Sunday evenings
- ⇒ During the summer months contact the Staff's Prayer Partners and the Churches as needs arise, call or email the Board Members to notify them of all meetings
- ⇒ Shall attend all monthly Board of Directors meetings and take minutes
- ⇒ Shall transcribe these notes from the meetings and make them available to the members via email
- ⇒ Shall keep the minutes of past board meetings on file for future reference
- ⇒ Shall keep an up-to-date list of Board Member names, addresses, phone numbers and email addresses
- ⇒ Shall keep all correspondence on file
- ⇒ Take time for daily prayer and devotions