Administrative Support Specialist

Member of the Administration Team; Reports to the Administrative Director

Camp Bighorn is an outdoor adventure camp that seeks to embody the love of Jesus and develop Christ-honoring leaders. Bighorn's core values are based on Matthew 22:37-39, which includes loving God and loving others. The Administrative Support Specialist will work closely with Administrative Staff providing foundational service to the ministry of Camp Bighorn. This individual will monitor general business inquiries, oversee incoming and outgoing financial transactions, and provide general support for administrative endeavors. Professionally maintaining records, responsibilities, and timeliness represents Bighorn positively with our guests and vendors while aiding in the mission.

Required Qualifications:

- Model integrity, hospitality, and reliability
- Balance priorities and scheduling
- Maintain client, vendor, and donor confidentiality and relationships
- Reconcile client and vendor invoices with accuracy
- Communicate with professionalism and clarity
- Update administrative documents and databases
- Inventory and order supplies
- Prior experience with data-entry, Google Workspace

Preferred Qualifications:

- Prior experience with AccountEdge
- Prior experience with Square

Responsibilities:

- Field and direct organizational inquiries, both phone and web-based
- Schedule and prepare accounts payable in line with reconciliation practices
- Monitor and effectively communicate regarding accounts receivable
- Maintain client, vendor, and donor information within databases
- Assist in compiling reports
- Initiate internal staff communication prior to onsite guests
- Assist with supply purchases (camp store, office supplies, retreat expenses, etc)
- Support distribution of organizational communication
- Update administrative documents, as needed
- Other projects as assigned

General Camp Bighorn Responsibilities

As a member of the Bighorn Community you will be expected to:

- Engage in regular spiritual habits and practices (e.g. Scripture reading, prayer, journaling, etc)
- Participate in weekly staff meetings, scheduled training, and occasional staff retreats
- Invest in relationships with staff, guests, students, and interns by dedicating intentional time, offering encouragement, and being available for support and guidance
- Provide top tier hospitality in welcoming guests
- Maintain a clean, professional appearance on site at Camp Bighorn
- Participate in Turnaround, dishes, kitchen help, retreat hosting, and programming
- Drive a 15-passenger van for programmed events, as needed.
- Raise the required salary by seeking out churches, organizations, and individuals who are willing to partner with you in ministry (resources, training, and networking support are available).
- Other duties as assigned
- Submit to the leadership of the Executive and Administrative Directors, actively supporting and following guidance while maintaining open communication.

Time: Year-round, Part-time or Full-time depending on availability and organizational needs | Salary: Must raise full support | Category: Administrative Staff