



Office Administrative Assistant (Summer Position)

Sunset Point Christian Camp is a dynamic faith-based Camp along the shores of Lac Ste. Anne west of Edmonton. About 30 different groups utilize the camp facilities every summer. As well, the Camp is home to 175 private cabins and a 120-unit campground.

We are looking for an **Office Administrative Assistant (Summer Position)** to provide support in the ongoing communication with Camp stakeholders, as well as take an active role in fundraising activities, event planning and management, and office administration. This includes managing the Camp's online presence (Website, Facebook, Instagram, etc.) and being part of the team planning and implementing fundraising and community events.

Location: Sunset Point Christian Camp, one hour north-west of Edmonton.

Term: May 13 – August 30th, 2024

Hours: 37.5 hours per week, 7.5 hours per day (8:00 am to 4:00 pm), Monday – Friday. Some evening/weekend work will be required during peak times.

Compensation: \$18/hour plus 4% Holiday Pay.

Reports to: Camp Administrator

Responsibilities

- Research and respond to correspondence and telephone contacts.
- Support the development of Policies and Procedures.
- Manage the Camp's online presence and post timely updates as necessary.
- Publish a monthly online newsletter.
- Maintain the Camp's filing system, both hard copy and electronically.
- Assist in the orientation of groups to site, complete check in and check out procedures.
- Provide tours of Camp facilities to potential user groups to increase awareness of amenities and services provided.
- Take an active role in adhering and championing the safety program at the Camp.
- Assist and collaborate with other staff to ensure the smooth operation of the Camp.
- Be part of the team responsible for planning and implementing various camp events, including Family Camp activities, Canada Day activities and fundraising activities, etc.
- Other duties as required to support the ongoing delivery of quality services in peak times, in collaboration with Camp management, staff and student colleagues.
- Collaborate with summer student colleagues to support community volunteerism initiatives.

Requirements

- Must be between the ages of 18 – 30 years old.
- Excellent communication and interpersonal skills, and the ability to be tactful.
- Experienced in online communication and with Social Media.



- Familiar with using a computer, popular software (Word, PowerPoint, Publisher, Keela, etc.), and photography.
- Valid Class 5 Driver's Licence and access to a reliable vehicle.
- Laptop computer and mobile phone.
- Comfortable with public speaking.
- High Character.
- Some university or college education in a related discipline (Communications, Public Relations, Education, Business, English, etc.) would be an asset.

Residency Preference

Preference will be given to applicants who for the duration of the employment contract reside on the Camp (finding and paying for the accommodations is the responsibility of the applicant) or in the immediate local area. If the successful candidate is unable to relocate to the Camp/local area, he/she can work from home but should be prepared to spend approximately two days per week at the Camp.

Position Status

Sunset Point Christian Camp has applied to the Canada Summer Jobs program for a funding subsidy for this position. The status of the application will not be known until early in April, 2024, and hence final confirmation of the successful candidate will only occur at that time.

Applications

If interested in this position, please submit a resume detailing your education and experiences (including listing any volunteer leadership positions and three references) by March 15th, 2024, to:

Mark Evans
Camp Director
Sunset Point Christian Camp Foundation
Box 297
Alberta Beach, Alberta T0E 0A0
mark@sunsetpointcamp.ca
780-920-9109

Clearly indicate in the covering letter which position you are applying for.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.