



# Administrative Assistant: HR & Camp Widjiitiwin

*Full-time, salaried position | Huntsville, Ontario, Canada*

## Role Summary

To support the ministries of Muskoka Bible Centre and Camp Widjiitiwin in the areas of student administration, camper registration, student recruitment, and promotions by maintaining the processes and systems for recruitment & administration. This role will work closely with the Director of HR, Director of Youth Discipleship and the Camp Widjiitiwin Director. More information on the Stepping Stones Program can be found here at <http://steppingstones.muskokabiblecentre.com> and Camp Widjiitiwin at [www.mycamp.ca](http://www.mycamp.ca).

## Requirements

- Able to maintain the processes and systems for recruitment & administration of the student staff and camper registrations.
- Able to quickly establish rapport and influence with student staff, campers and their parents/guardians.
- Able to organize and maintain administrative systems such as staff forms, payroll information, databases, etc.
- Able to build relationships across departments in support of our student staff
- An understanding and support of orthodox theology in particular the statement of faith held by MBC. This statement can be found at: [www.muskokabible.com/about/statement-of-faith](http://www.muskokabible.com/about/statement-of-faith)

## Core Accountabilities

- **Administration** – Proficient with various computer programs and registration software, documentation, maintain confidentiality, familiar with Google office suite, MS Office or equivalent. Experience with database systems an asset.
- **Communication** – Confidently communicate with students, staff, departments, parents and partners by various means

## Compensation

Salary is competitive within the non-profit sector of our size and commensurate with experience and qualifications. A benefits package is included.

## How to Apply

Please email your cover letter, resume and references to Mike Greenfield, Director: HR & Camp Widjiitiwin, [mike@mycamp.ca](mailto:mike@mycamp.ca) no later than December 20, 2019.