



Camp Fire
Samish

CAMP FIRE SAMISH

Position Title: Administrative Assistant

Day/Hours: Part Time – 20 Hours

Compensation: DOE – Starting at \$15.50 an hour

Position Summary: The Administrative Assistant supports the Camp Fire Samish & Camp Kirby management team, employees, donors, and camper families through a variety of tasks related to our innovative programs. Processes mail, manages correspondence through phone and emails, purchases office supplies, and collects and receipts payments and donations.

Essential Functions:

- Act as a point of contact for incoming phone calls and inquiries.
- Collect and receipt payments and donations.
- Sort, distribute, and process incoming mail.
- File, sort, and organize paperwork, forms, and publications.
- Assist in keeping all office forms and publications up to date and in supply.
- Assist with files and forms as related to the board of directors, camp usage, day and resident camp, and personnel.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executives' behalf.
- Conduct prospect research on individual, foundation, and corporate donors.
- Write and send donor tax acknowledgments and thank you cards.
- Maintain donor databases and files, including logging donations.
- Track, evaluate, and report on development efforts.
- Take an active role in all fundraising events, such as our Camp Fire Auction.
- Other duties as assigned.

Qualifications:

- Experience with Camp Fire, Camp Kirby, or other youth serving nonprofit desired.
- Demonstrated ability to multitask, prioritize deadlines, work independently, take initiative, and maintain confidentiality.
- Highly organized and detail oriented.
- Demonstrated ability to develop, direct and coordinate multiple programs and activities.
- Excellent written and verbal communication skills.
- Strong interpersonal skills to ensure effective interactions, communication, and stellar customer service.
- Effective conflict resolution skills.
- Satisfactory results from criminal background search.

To apply email resume and cover letter to heather@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER