



OFFICE ASSISTANT

Make your summer meaningful as a Media Specialist at Black Rock!

What You Will Do:

- Support Camp Operations: Assist the Office Administrator in managing daily administrative tasks, ensuring smooth communication and workflow.
- Encourage Staff Growth: Meet weekly with media and healthcare staff to support their spiritual development and make sure they have what they need to succeed.
- Coordinate Logistics: Oversee paperwork and office management, ensuring all staff complete necessary documentation before departing each week.
- Manage Snack Shop: Oversee the summer camp snack shop by training staff on the POS system, managing inventory, and ensuring a positive experience for campers.

What You Need:

- A personal relationship with Jesus and a heart for youth and young adults.
- Strong organizational skills and attention to detail, with experience in administrative work and proficiency in office software.
- Sound judgment and decision-making abilities
- Must be at least 20 years old (preferably college-aged).
- Willingness to learn and get certified in first aid and CPR.

Why Join Us?

- Gain valuable experience in administration, leadership, and ministry.
- Be part of a supportive community dedicated to spiritual growth and service.
- Enjoy a summer filled with fellowship, leadership opportunities, and lasting memories!

**Ready to make this summer one for the books?
Apply now and let's change lives together!**

Note: This job description is not exhaustive of all Office Assistant qualifications and responsibilities. A full job description is available upon request and is sent at the time of hire.