



## Job Description

**Job Title:** Administrative Coordinator  
**Reports To:** Executive Director  
**Employee Status:** Non-Exempt  
**Salary Range:** \$18-20/hr

### SUMMARY

This position will assume the primary responsibility for all reservations and registrations including communication with guests and maintaining the calendar. The Administrative Coordinator will use standardized bookkeeping procedures to enter and submit revenue and expense data. This person will maintain files and records in an orderly manner and support in other administrative duties as needed. This position will maintain a regular full-time work schedule which may include some weekends and holidays.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide a positive first impression to customers who call or arrive on site. Ensure that the main office is open to customer visits and phone calls during business hours.
2. Maintain camp communication by answering mail, email, and phone messages.
3. Organize and manage the CampBrain reservation/registration system for all events.
4. Create and send correspondence to customers pertaining to contracts and reservations.
5. Prepare CampBrain reports and provide staff information necessary to fulfill their job responsibilities.
6. Organize and submit accounts payable to the diocesan office using ACS accounting software.
7. Enter all deposits using ACS software and submit to the diocesan office.
8. Maintain files of financial records for audit purposes.
9. Other duties as assigned.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school and one year related experience and/or training; or equivalent combination of education and experience. Experience with hospitality and bookkeeping. Proficiency in Microsoft Office and accounting software. Ability to learn other software programs, including the CampBrain registration program.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate effectively and respond to common inquiries from guests, regulatory agencies, or members of the staff.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.