



MAHAFFEY CAMP & CONFERENCE CENTER
of the Western PA District of the Christian & Missionary Alliance
Renew. Refresh. Refocus

Micah Yarger, Executive Director

Title: Administrative Office Assistant

Employment Status: Full-time employee, hourly pay

Immediate Supervisor: Executive Director, Program Director

Purpose Statement - The Administrative Office Assistant serves as a key member of the camp's administrative team, helping carry out the office responsibilities that support the ministries of Mahaffey Camp and Conference Center. This role includes a variety of tasks that strengthen the camp's daily operations, with particular attention to guest relations and the development of guest groups who use our facilities.

Qualifications

- Demonstrates a personal relationship with Jesus Christ as Lord and Savior and continues to pursue a growing walk with Him.
- Affirms the Statement of Faith of The Christian and Missionary Alliance and supports the mission and purpose of Mahaffey Camp and Conference Center.
- Shows a heart for the discipleship of children, youth, and adults through ministry in a camp setting.
- Possesses leadership abilities that allow for the delegation and coordination of responsibilities when appropriate.
- Participates faithfully in the regular services of a local evangelical church.

Responsibilities

- Encourages and supports the leadership of the Executive Director of Mahaffey Camp, along with the broader camp staff team.
- Helps strengthen the administrative functions of the camp office, with special attention given to developing guest services and marketing efforts that increase retreat and guest group use throughout the year.
- Assists in the daily work of the camp office, including answering phones, entering data, managing correspondence by email or letter, and coordinating various office projects.
- Provides support in serving retreat groups and promoting the ministries of Mahaffey Camp as delegated within the office staff structure.
- Receives ongoing training as needed to grow in effectiveness in the role.
- Understands that the responsibilities of this position may evolve to best utilize the gifts of the Administrative Office Assistant and serve the ministry of Mahaffey Camp and Conference Center.