



Office Administrator

Job Description: The role of the office administrator is to ensure that the systems within Blue Bronna Wilderness Camp are functioning. These systems include: hiring system, registration, accounts receivable and payable, reception, grant applications.

Responsibilities:

- Be an effective communicator to the BBWC staff, campers and community
- Accounts Receivable and accounts payable
- Human resource responsibilities like interviewing and hiring paperwork
- Payroll
- Answer office phone and emails
- Recruit and facilitate speakers and volunteers for summer programming
- Participate on fundraising committees such as Rendezvous and Gala
- Registration system set up in Active Network, take payment, communication about registration details to camp staff and to campers.
- File and catalog the camp and facility records, registrations, post camp reports and other program documentation
- Assist with the development and implementation of a marketing and communication plan for BBWC
- Volunteer scheduling and tracking
- Donor tracking
- Mail out organization
- Other tasks as assigned.

Qualifications:

- Must have experience using a computer including programs like Microsoft Word, excel ect.
- Must be able to learn new computer programs
- Must be a good communicator and have organization skills
- Quickbooks experience an asset

Job located out of Calgary or on site