



Oregon Conference

of Seventh-day Adventists

Position: Office Manager

Employment Category: Full-time, non-exempt

Department: Big Lake Youth Camp

Work Location: Gladstone, Oregon

Reports to: Youth Ministries Director

Date: October 5, 2017

Job Overview: We are seeking an Office Manager who is customer-service oriented, enjoys working with youth, and has excellent graphic design, business, and computer skills. The Office Manager will assist the Youth Ministries Director primarily in the Gladstone office by performing general administrative duties as described below and assisting with marketing and promotion of Youth Ministries events.

Responsibilities: The Office Manager's responsibilities will include, but are not limited to:

- **Big Lake Youth Camp:** Employee contracts, payroll, promotional design, mailings, bookkeeping, customer service, registration for Big Lake Youth Camp and the annual golf tournament.
- **Office Manager Duties:** General administrative duties such as answering and making phone calls, handling correspondence, filing, scheduling, submitting reimbursement requests, coordinating resources for youth leaders, and occasionally assisting with receptionist duties.
- **Youth and Young Adult Events:** Assisting as needed with promotional design, marketing and registration for Bible Camps, leadership conventions, camp meeting, mission trips, and other large events.
- **Marketing & Promotion:** Assisting as needed with designing promotional materials for Youth Ministry events and providing those materials to the appropriate entities for publication. Maintain daily contact with Big Lake's social media sites and websites keeping them up to date with fresh information and graphics.

Skills: The successful candidate will have the ability to stay organized, prioritize, be able to multi-task, and deal kindly and professionally with people on the phone and in person. The successful candidate will work well with our team and give and take direction and feedback in a positive manner. A solid background of training and experience with graphic design is needed as well as knowledge of Microsoft Office with emphasis on Word, Outlook, and Excel. Familiarity with website management and social media expertise is desired.

Education/Experience: Four-year college degree preferred. Experience with youth ministry and/or camping ministry desired.

Employment Conditions: A majority of time will be spent in an office working at a computer. Some lifting and moving of supplies and equipment may be required (generally less than 25 pounds).

Need own transportation for occasional errands and weekend events. Travel will occasionally be necessary for Youth Ministries events.

Compensation: The position will work approximately 38 hours a week, and has a wage range from \$15.71 to \$20.84 an hour, depending on experience. Full-time benefits include medical, dental, vision, paid holidays, vacation, sick leave, basic life insurance and long-term disability insurance, 403(b) defined contribution plan participation, and the option to voluntarily purchase supplemental life insurance, personal accident insurance, long-term care insurance, and AFLAC coverage through payroll deduction. Work-related travel expenses are reimbursed.

Other: The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

The position is open December 5, 2017. The Oregon Conference will accept applications through February 15, 2018 or until filled.

To apply, please submit a cover letter, completed General Employment Application, and resume. The General Employment Application is available at www.oregonconference.org/employment-home. Application materials may be submitted via mail, or electronically.

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