

LUTHERLYN JOB DESCRIPTION

POSITION: OFFICE & MARKETING MANAGER

QUALIFICATIONS: Mature, responsible person with solid grasp of and appreciation for the mission of the church and outdoor ministry. Must possess good organizational and people skills. Must have skills in administration, communication, and computer-based word processing, spreadsheets, publication design, social media marketing and database management.

RESPONSIBLE TO: Executive Director

GENERAL RESPONSIBILITIES: Efficiently maintain office services by organizing and facilitating administrative activities, operations, and tasks. Collect, process, and manage registrations and payments for summer camp and retreats/events. Produce, schedule, and maintain Lutherlyn's print and digital marketing, based on marketing plan.

SPECIFIC RESPONSIBILITIES:

- Answer phone, return voicemails, respond to emails, serve as office greeter, retrieve and distribute mail.
- Monitor and maintain inventory of office supplies, office equipment, and order repairs as needed.
- Arrange, prepare, and deliver bulk mailings.
- Book retreats/rental groups, manage calendar, guide tours, oversee retreat hospitality, and coordinate with maintenance, housekeeping, food service, and other programming.
- Facilitate summer camp and retreat/event registration (build seasons in database, cabin list, details to staff, process payments/contracts/invoices, etc.)
- Assist with store time, upkeep displays, balance register, and conduct inventories of stock.
- Design/update print and digital marketing materials (newsletters, postcards, brochures, social media posts).
- Attend weekly staff meetings.

HOURS:

Monday-Friday, 9am-5pm.

1-5pm on the 7 Sundays that start summer camp weeks (to lead camper check-in).

Occasional Saturday or Sunday events where all staff work (approx. 3/year).

COMPENSATION:

Salary – \$37,000/year

Option of individual health, dental, vision insurance

Pension after 1 year of employment

2 weeks paid vacation (increased to 3 weeks in the 5th year of employment)

ABOUT LUTHERLYN:

Core Purpose Statement: Lutherlyn is a God-given place to be accepted, challenged, and sent.

Mission Statement: Lutherlyn extends the ministry and mission of Jesus Christ, by inviting all people to engage the Word of God, one another, and themselves in an intentional, challenging, exciting, and fun outdoor Christian community centered in the grace of God and the goodness of earth and life.

Goals:

- To provide unique opportunities for Christian living experiences.
- To offer a natural setting for an intentional Christian community committed to experiencing and affirming our interrelationship with all of God's creation.
- To encourage spiritual, mental, emotional, and physical growth and renewal for the whole person.
- To encourage continuing growth in Christian faith.
- To offer programs and the use of its facilities for the benefit of individuals, congregations, the community, service organizations, and agencies that work for the improvement of the quality of life and for the fulfillment of human potential in ways that are consistent with basic Christian values.
- To serve people of all ages and needs.

3 Core Areas of Ministry:

- Summer Camp
- Environmental Education
- Retreats/Events

Submit resume to deb@lutherlyn.com.