

Camp Luther of Nebraska, Inc  
Position Description – Ministry Assistant

Description: The Ministry Assistant is a member of the Camp Luther team and is responsible for assisting Camp Luther staff in daily ministry operations.

Responsible to: The Ministry Assistant is responsible to the Executive Director.

Hours: Full-time 40 hours a week, including benefits.

General Qualifications:

1. An active member of a Christian congregation.
2. Is in agreement with the mission and vision of Camp Luther of Nebraska.
3. Possess the servant attitude of Christ.
4. Possess excellent organizational and people skills.
5. Possess excellent verbal and written communication skills.
6. Ability to serve in a team setting.
7. Ability to use various software programs efficiently. (Quickbooks, Word, Excel, PowerPoint, and various databases)
8. Ability to export and import data from various software and/or web programs.
9. Experience with basic booking functions preferred.

Job Duties:

1. General Office Duties
  - a. Acts as the office receptionist, directing phone calls, appointments, and guests.
  - b. Maintains financial files with the executive director, treasurer, and finance team.
  - c. Primary Contact with accounting firm and other financial institutions.
  - d. Coordinates and helps administer the Executive Directors appointment calendar in conjunction with daily office activities.
  - e. Coordinates Lutheran Schools chapels and other recruiting trips.
  - f. Maintains Donor database and ensures donor data is up to date.
  - g. Assists in preparations for Board of Directors and annual meetings.
2. Finance
  - a. Collect all financial information and submit it for processing in a timely manner.
  - b. Ensure all bills are paid on time and information is properly entered into Quickbooks.
  - c. Work closely with the Director of Discipleship to develop invoices and receive payments for group rentals.
  - d. Deposits all checks and cash into proper bank accounts.
  - e. Work closely with accounting firm to ensure books are closed on time and 990 is submitted.
  - f. Work with Director of Discipleship in managing financial aid requests.
  - g. Responsible for managing and upkeep of financial files.
  - h. Work with finance functions, executive director, and board treasurer to obtain proper reports for board meetings, grants, and other reporting.
3. Donor Database
  - a. Maintain donor database system, including keeping current information.

- b. Enter donor information in a timely manner.
  - c. Ensures all donor receipts and thank-you letters are mailed in a timely manner.
  - d. Develop reports as needed for BOD and executive staff.
4. Human Resources
- a. Ensures all employment documents are completed, properly filed, and up to date
  - b. Assist the Executive Director in managing all employee benefits and ensuring Camp Luther is compliant with plan rules and local/federal guidelines.
  - c. Responsible for completing and keeping up with all background checks.
5. Other Job Duties
- a. Must have a current driver's license, safe driving record, and ability to use camp vehicles safely.
  - b. Assist in sending direct mail, including working with the post office on bulk mail.
  - c. Willingness to assist, if needed, in preparing cabins for guests, helping in the kitchen, working Sunday registrations for summer campers, and other duties as necessary.
  - d. Willingness to attend workshops and/or classes.
  - e. Encouraged to develop and promote new ideas for Camp ministry.
  - f. Ability to help maintain the cleanliness of the office and kitchen during the fall-winter-spring seasons.