



**Waycross Seeks New Part-time
Office Manager**

25 hours/week

Reports to: Executive Director

Waycross Camp and Conference Center, located in Brown County, Indiana, is a year-round 501(c) 3 camp, conference, and retreat center. A ministry of the Episcopal Diocese of Indianapolis, the mission of Waycross is to serve all who seek fellowship, respite, reflection, and growth by providing Christian hospitality and enriching programs.

Position Purpose: The **Office Manager** works collaboratively with the Executive Director and other key members of the Waycross staff to manage the day-to-day operations of the Conference Center office. This includes, but is not limited to: phone answering and messaging, internal communications, petty cash and credit card reconciliation, coordinating A/R and A/P functions, billing, payroll entry, employee benefits, office equipment, supplies, donor database, fundraising acknowledgements, filing, and providing direction and leadership to office interns. And other duties as assigned.

What We Seek: For this position, Waycross seeks a self-starting individual with proven administrative experience. This position is for someone who is organized, detail-oriented, capable of coordinating schedules and logistics, and able to build relationships with children, youth, and adults. QBO, ADP payroll, Bill.com, etc.

Qualifications:

- Age 21 years or older.
- A valid driver's license.
- Has the emotional and mental maturity to supervise staff.
- Must complete and maintain *Safeguarding God's Children* training and a clear financial and criminal background check.

Physical Aspects of the Job:

- Visual and auditory ability to identify and respond to environmental and other hazards related to the environment.
- Physical ability to respond appropriately to situations requiring first aid
- Ability to operate camp motor vehicles.

Compensation

\$18-22/hour based upon experience

This position will remain open until filled. If interested, please provide resume and cover letter to

davidramsey@waycrossccc.org

No phone calls please.

