

Camp Address:
615 Cherry Hill Road
Street, MD 21154
800-454-2205



Administrative Offices:
6101 Executive Blvd, Ste 319
North Bethesda, MD 20852
301-348-7339

Job Announcement

Habonim Dror Camp Moshava, a co-ed residential youth summer camp seeks a part-time Administrative and Development Assistant to work year-round out of our Rockville offices beginning in June 2018. The Administrative and Development Assistant provides administrative support to the Executive Director in the overall business operation of the camp on a year-round basis, including purchasing, personnel record keeping, development support and bookkeeping. The position involves considerable independent work, the ability to be an effective member of a team, excellent organizational skills and great attention to detail.

The Administrative and Development Assistant should have a desire to grow as part of a progressive community of committed individuals. This person has experience (professional or personal) in Jewish camping or Jewish education and excellent communication skills with multiple stakeholders in our community including parents, campers, camp staff, the Board of Directors, and the larger Jewish community are required.

Habonim Dror camps operate on a youth leadership model that is unique in the Jewish camping world. In addition to a residential summer camp, Habonim Dror Camp Moshava also provides year-round youth group activities, leadership training and engagement in the Greater Washington DC, Baltimore and Northern Virginia communities.

Position Start Date: June 4, 2018

Time commitment: 20-25 hours per week

Responsibilities:

1. Bookkeeping Duties:
 - Create financial transactions and financial reports.
 - Post information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices.
 - Pay supplier invoices in a timely manner.
 - Take all reasonable discounts on supplier invoices
 - Record cash receipts and make bank deposits.
 - Conduct periodic reconciliations of all accounts to ensure their accuracy.
 - Provide financial reports to the external accountant who creates the company's financial statements.
 - Maintain an orderly accounting filing system.
 - During the summer, weekly meetings at camp with Technical Director to review, code and record receipts.

2. Development and Administrative Support:
 - Provide clerical and administrative support to Executive Director as requested.
 - Write thank you letters and receipts to donors.
 - Manage donor database (Salesforce) including data entry, data cleanup and acting as point person for new database improvement initiative to update and expand donor database.
 - Provide administrative support for VP of Fundraising.
 - Collect and file human resource forms from camp staff.

- Assist with administrative tasks related to opening and closing of camp each season.
- Provide administrative support for American Camp Association accreditation process.
- Keep administrative offices organized and stocked with supplies.
 - Purchase supplies and equipment as authorized.
 - Monitor office supply levels and reorder as necessary.

Other Responsibilities:

- Submit time sheets and any other administrative documents according to established due dates.
- This position works largely out of our Rockville, MD administrative offices, however, weekly travel to the camp in Street, MD is required during the summer season.

Qualifications:

- Experience in business or office setting.
- Interest in non-profit administration.
- Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
- Fluent in Microsoft Office Suite (Word, Excel, Power Point) and quick to learn data management program.

Education and Experience:

- College graduate required.
- Minimum two years in an administrative experience preferred.

Other Requirements:

- Knowledge of, and respect for, the mission and values of Habonim Dror Camp Moshava.
- Communicate effectively with others, verbally and in writing
- Perform other duties and responsibilities as needed, required, or assigned

Benefits: Mission-driven, family friendly, flexible schedule and tuition remission for camp-age kids to attend Camp Moshava.

Interested parties should submit a cover letter and resume to personnel@campmosh.org.