

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 temporary, part-time Administrative and Development Assistant to work out of our Rockville offices. 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 personnel record keeping, development support and other administrative duties. 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 will work with multiple stakeholders in our community including parents, campers, camp staff, the Board of Directors, and the larger Jewish community are required and must have excellent communication skills.

**Position Start Date:** November 12, 2018

**Employment Status and Hours:** 15-20 hours per week, part-time, temporary

**Term of Employment:** November 2018 – August 2019 with possibility of extension

### **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.
  - 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 Responsibilities:
  - Write and mail thank you letters and receipts to donors.
  - Manage donor database including data entry and transfer of data to new platform.
  - Provide administrative support for VP of Fundraising.
  - Provide administrative support for annual call-a-thon.
3. Administrative Tasks:
  - Provide clerical and administrative support to Executive Director as requested.
  - Provide administrative support for American Camp Association accreditation process.
  - Keep administrative offices organized and stocked with supplies.
  - Collect and file human resource forms from camp staff.
  - Assist with administrative tasks related to opening and closing of camp each season.
  - Camp website maintenance and updating with new information.

**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 may be 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.
- Web design experience and knowledge of Wordpress strongly preferred.

**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

**Salary:** Commensurate with experience.

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

Interested parties should submit a cover letter and resume to [personnel@campmosh.org](mailto:personnel@campmosh.org).