



**Job Title:** Operations & Executive Assistant  
**Reports to:** Chief Financial Officer  
**Classification:** Non-exempt; Part-time (32 hours/week)

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### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter.

Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to over 5,000 youth from all backgrounds each year. We help youth “light their spark within” through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 45% of Camp Fire youth participate at reduced or no cost.

As a result of their Camp Fire experience, 92% of youth report valuing nature and stewarding the environment.

### **Our desired candidate**

The Office & Executive Assistant position is critical to the overall success of the organization. As the first point of contact for Camp Fire, this person provides stellar customer service, the ability to problem solve and the capacity to direct questions to the appropriate staff members. This position provides executive support for the CEO and Leadership Team. Someone in this role should be quick on their feet and able to juggle multiple and essential functions of the entire organization.

An ideal candidate will:

- Thrive at project management and juggling multiple projects for various people
- Provide customer service with a positive, professional and helpful attitude
- Be motivated to deliver high quality, timely information and customer service
- Aspire to have a positive impact on the organization and our mission

### **Your role at Camp Fire Minnesota**

Office Operations Responsibilities

- Ensure the office is running smoothly and efficiently: supply orders, phone management, and postage and mail tracking
- Answer the main Camp Fire phone and provide first-rate customer service to all Camp Fire constituents
- Serve as liaison between Camp Fire employees and IT Consultants to manage office-wide technology needs
- Open and document daily mail delivery
- Manage the general Camp Fire voicemail and email inbox
- Ensure the office maintains a professional appearance
- Execute special office projects as requested
- Coordinate staff wide meetings and events
- Donors relations; supports Annual Fund Manager as needed with data entry, mailings, and events
- Manage tracking of volunteers

#### Camp Registration Responsibilities

- In coordination with our Customer Experience manager, assist families with camp registration questions and general camp inquiries
- Manage camp scholarships; track scholarship requests and progress towards goal, award money and ensure proper registration and paper for scholarship recipients

#### Leadership Support Responsibilities

- Manage the CEO's calendar and provide day-to-day support as needed
- Provide administrative support for Camp Fire Board and MN Camp Fire Foundation meetings: maintain & prepare meeting materials, track attendance, scribe notes for various committee meetings, coordinate room set up and refreshments, etc.
- Provide administrative support for Leadership Team projects as requested

#### Knowledge, Skills, and Experience:

- Ideal candidate has minimum 2 years of previous experience in a comparable support role
- Proficient in Microsoft Office software, particularly Excel, Outlook, Word and PowerPoint
- Solution-oriented: takes confident and quick action to fully understand the situation, seek answers and resolve the situation in a timely manner with limited direction
- Strong ability to work well with others

#### Salary and Benefits:

Salaried position- \$30,000-34,000, dependent on qualifications and experience. Benefits eligible.

#### Application Process:

Send cover letter, resume and three references to Human Resources at [hr@campfiremn.org](mailto:hr@campfiremn.org). Please include "Office & Executive Assistant" in the subject line of your email.

*Camp Fire Minnesota is strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.*