



Missionary Society of Connecticut  
Silver Lake Conference Center

## Job Description

### Administrator/Registrar/Office Manager

Reports to: Co – Directors and Business Manager

#### General Description of Duties:

- Registrar for 1200 plus for Conferees, Volunteers, and Staff for summer camp season.
- Registrar for Silver Lake-sponsored events during retreat season.
- Administrator/Office Manager and Alumnae relations Coordinator.
- Maintain/Manage databases.
- Prepare 10-15 Mailings per year.
- Phone reception for busy office 4 days a week.
- Heavy email activity – inquiries, responsibility for public communication.
- Shared responsibility for guest hospitality on weekends (Fri. evenings, Silver Lake scheduled events, like Open House)
- Prepare reports, data and information distribution to Board of Directors, Administration, and staff as needed.

#### Principle Duties:

- Answer and direct phone calls, incoming queries and messages.
- Word processing (communication), copying, preparing mailings.
- Prepare reports and forecasts.
- Manage retreat contracts for guest groups, manage communication, reports, distribute information to other staff as needed.
- Works with online registration system for summer camp.
- Maintain master schedule.
- Work with occasional volunteers.
- Maintain area in safe and professional, warm and friendly manner.
- Works with integrated filemaker pro database system to maintain current contact/info with donors, contacts, deans, counselors, staff, alums, etc.
- Assists with greeting guests and hospitality of weekend retreat groups, and occasional mid-week groups.
- May prepare E-News, hard copy newsletter/layout and communications with wider Silver Lake community and alumnae.

#### Minimum Qualifications:

- Age 23 or older
- Undergraduate, Associate, or Technical education or accredited training.
- Comfortable working in databases, proficiency in Microsoft Office, Excel, Word, FileMaker Pro, on Windows or Mac platforms.

- Understanding of non-profit service organization.
- Database entry and management, outreach to churches and individuals, in conjunction with Development Task Force and Business Manager.
- Understanding of budgets, accounts receivable, payables. May be responsible for forwarding to Hartford back-up of invoices, payment requests, etc.
- Flexibility.
- Detail oriented.
- Enjoys interacting with the public, retreat leaders, parents, volunteers.
- Self-Directed.
- Ability to maintain schedule, prioritize to meet deadlines.
- Assist Business Manager with special projects, marketing initiatives.
- Assist Co-Director with scheduling interviews of summer staff, handling of sensitive personnel hiring processes of volunteers, summer staff, other duties as assigned.
- Ability to organize assigned areas and keep them clean and safe
- Ability to assess individual skills and adapt program as needed
- Ability to assess group process and adapt program as needed

The successful candidate will be able to:

- Use excellent organizational skills.
- Work in ways that reduce waste and respect and protect God's Creation.
- Live and work in, and uphold a Christian community.
- Promote the ministry and mission of Silver Lake, widening the circle of support with alumnae, supporters, families, donors, Board and the wider church.
- Possess and maintain clean driving record and a current driver's license.
- Have own transportation to and from work.

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Exhibit excellent stewardship and responsibility for Silver Lake resources
- Work in an organized manner
- Support and adhere to the Mission and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The year-round position salary range is \$25-28,000, depending on experience and qualifications. 32-36 hours per week (including some weekend hours) with 10 days of paid vacation and 11 holidays per year for the first 2 years of service, (an additional 5 days of vacation added after 2 years of employment) sick time, in accordance with CT Conference UCC Personnel policy. Retirement annuity may be offered after first year of service.