



"POINTING LIVES TO JESUS!"

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ADMINISTRATIVE ASSISTANT

TIMEFRAME: 16 wks

ABOUT

Simonhouse Bible Camp is located in northern Manitoba just across the border from Saskatchewan and ministers to many, many towns and indigenous communities. Simonhouse ministers in an area with few churches. 80% of our campers have little to no church influence in their lives and a large number come from foster homes. For our campers, camp may be the only place they hear the name of Jesus! Will you help us tell them?

Check out our recruitment video at https://youtu.be/OspQhxgin28?si=b8dZh06OSe_mpe4B

DESCRIPTION

Are you interested in summer camp ministry but want a different challenge than being a counselor? The Administrative Assistant is a great position dealing with people, processing registrations and donations, and working with/mentoring staff. Previous camp experience is definitely an asset. This is a broad responsibility position and a part of our valuable senior staff leadership team. Remuneration includes honorarium and may also qualify for the Extra Wages program or a government grant.

Visit our Team page on our website at <https://www.simonhouse.ca/camp/manitoba-summer-camp-staff/>

Check out our social media channels:

www.instagram.com/simonhousebiblecamp

www.facebook.com/simonhousebiblecamp

www.twitter.com/simonhousecamp

Please visit www.simonhouse.ca or contact us at info@simonhouse.ca or 204-687-3340

