

Office and Marketing Manager
John Knox Ranch
1661 John Knox Ranch
Fischer, TX 78623
Presbyterian Summer Camp and Retreat Center

An incredible opportunity is available to work at one of the most scenic retreat centers and summer camps in the Texas Hill Country. John Knox Ranch is located 4 miles south of Wimberly Texas and has footage on both the Blanco River, Carpers Creek and an iconic artesian feed spring, Blue Hole. The ranch is over 340 acres of trails and refuge for wildlife. It is owned and operated by Mission Presbytery and delivers year-round programs that include church retreats, family reunions, school environmental education field trips and summer camp. The ranch's current revenues are over \$280,000 annually and expected to increase by 50% over the next three years. New programs and experiences are being set up, and this position will be the right hand of the new Executive Director. It is an exciting time for the ranch! We are looking for an experienced administrative and marketing professional who loves entrepreneurial hospitality, talking to the public, handling multiple tasks consecutively and using their creative skills to solve problems.

To be considered for this position, present a resume including all work history/experience, five work references, a scanned copy of official college transcript(s) issued by the registrar and other certifications. For more information, please see below.

Position, Compensation and Benefits

This position is a regular full-time position of 40 hours a week from 8:30 – 4:30. One Saturday per month may be worked as necessary; weekend work will be instead of an assigned weekday. The Monthly Salary is \$2,784.88. Benefits include health, dental, vision, life and AD&D insurance (worth \$700) through Humana Simplicity. Vacation and personal time off are available and based on tenure.

General Description and Essential Functions

Under the direction of the Executive Director (ED), this lead management position will be the right hand of the ED and first contact with the public; responsible for administration, coordination, and management of the daily office operations, marketing using social media and accounts management.

1. **Customer Service** – greets and directs arriving public, makes weekend reservations via phone or email for all visitors to the camp, sells day permits, and receives donations. Provides information and interprets John Knox Ranch opportunities to visitors when opportunities arise.
2. **Administration** – Maintains files, including personnel records, correspondence, travel and credit cards, accounting ledgers, budgets. Monitors expenditures via ACS and other appropriate software. Processes timesheets, vehicle logs and purchasing actions. Creates procurement policies and ensures consistent accountability. Prepares reports on related office procedures. Prepares daily, weekly, monthly, quarterly, and annual reports and others as required by the Executive Director, Board, and Mission Presbytery office. Maintains office supplies and inventories. Organize all ranch contacts into databases to use in effective communication to all customers, volunteers, summer staff, and advocates.
3. **Management** – Supervises office staff and/or volunteers such as camp hosts and summer camp staff. Coordinates with the Site Facilities Manager, housekeeping, food service and program instructors to coordinate programs and events.
4. **Marketing and Outreach** – Markets and promotes the ranch via digital marketing, web page development, social media and other best practices in marketing. Assists in organizing and presenting outreach to local, civic and church events.
5. **Marketing Retail Shop** – creates and manages a small marketing store via camps software.

Preferred Qualifications and Characteristics: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Five to eight years of experience performing administrative functions and graduation from an accredited college or university with a Bachelor's degree in administration or management or an equivalent combination of education and experience;
- Demonstrated skill and experience in customer service and public relations, camp, hotel, hospitality industries; using a courteous and professional manner and maintain strict confidentiality;
- Demonstrated knowledge of general office procedures and terminology; administrative processes, procedures, and systems such as filing and records management systems, forms design principles;
- Demonstrable knowledge of and experience in budget management processes, procurement practices;
- Demonstrated knowledge of and experience in assessing current operating business practices to ensure accountability and efficiency;
- Demonstrated knowledge of and experience in basic accounting, revenue collection, record keeping and preparing correspondence and reports;
- Demonstrated knowledge of and experience in marketing and outreach best practices that include digital, social media and web-services;
- Demonstrated knowledge of and skill in effective verbal and written communication, managing multiple projects simultaneously, and meeting deadlines;
- Demonstrable experience in training and supervising employees and volunteers; planning, coordinating and assigning the work of others;
- Demonstrated knowledge of and skill in identifying, researching and compiling information; interpreting, analyzing and explaining organizational policies and procedures;
- Demonstrated ability to work as a member of a team or a team leader or to work independently with little or no supervision; to maintain flexibility and work with frequent interruptions and multiple changing priorities; and to work under stressful conditions;
- Demonstrated knowledge of and experience using standard office equipment, computer software including Google and MS Office;
- Demonstrated ability and skill in learning new procedures and systems quickly and train staff which may include writing instructional documentation and giving presentations to others;
- Ability and willingness to comply with all Mission Presbytery rules, regulations and procedures; use the Park Radio system; conduct work activities according to John Knox Safety Program and may be required to drive a park vehicle;
- Preferred bilingual communications ability in Spanish, both verbal and written.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to find, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles, although working in a non-smoking environment. Additionally, there is a travel requirement that may require overnight stays. The noise level in the work environment is usually moderate, as in a typical office environment but may be loud during certain events.