



Office Manager
Habonim Dror Camp Tavor

Habonim Dror Camp Tavor, a nonprofit, American Camp Association-accredited Jewish summer camp focused on cultivating social and environmental sustainability, is seeking a part-time team member in our [Detroit office](#). The position will provide support to the Executive Director in the overall business operation of the non-profit organization. The position is approx. 10-15 hours/week (approx. 5/hour/week in the office, the remainder can be done remotely). Rate is \$15/hour. Start date is flexible between September 1, 2019 - October 1, 2019.

Camp Finance Support

- Manage camp payments: coordinate payment plans, record & process tuition payments, send invoices to camp families.
- Manage camp scholarship program: respond to scholarship inquires, process applications, prepare narratives for committee review, and process scholarship payments.

Development Support

- Maintain donor and alumni database
- Prepare campaign logistics for fundraisers and engagement opportunities.
- Process pledges, prepare acknowledgments and receipts.

Administrative & Bookkeeping Support

- Provide logistical and technical support with camp registration and hiring.
- Manage timely imports between multiple databases and email marketing software
- Additional tasks as requested by the Executive Director.
- Triage incoming mail.
- Record and process weekly deposits.

Qualifications

The position requires excellent organizational and communication skills and exceptional attention to detail. We are seeking a team member who both thrives in an independent work environment and also enjoys active engagement with a small and passionate team. Prior experience with CRM databases and email marketing software preferred.

Camp Tavor is committed to equal opportunity in every area of employment without regard to race, color, religion, sex/gender, sexual orientation, national origin, age, marital or veteran status or the presence of non-job-related medical condition, or any other federal, state or local laws governing nondiscrimination in employment.

Camp Tavor also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with a disability, in accordance with applicable law.

To Apply

Please send resume and cover letter to info@camptavor.org with the subject “Application for Office Manager.” Applications will be reviewed on a rolling basis.