

Title: Office Administrator
Department: Finance
Reports to: Chief Financial Officer

Camp Twin Lakes (CTL) is a nonprofit organization that provides year-round recreational, therapeutic, and educational programs for children and young adults facing serious illnesses, disabilities and life challenges. In collaboration with more than 60 partnering organizations, Camp Twin Lakes provides transformative camping experiences at two fully accessible campsites in Rutledge and Winder, Georgia. For more information, please visit our website at www.camptwinlakes.org

Summary:

The Office Administrator is integral to the smooth operation of the Camp Twin Lakes' office. The Office Administrator will serve as the first touchpoint for callers to the Camp Twin Lakes' Atlanta office, providing support to parents, donors, volunteers, and other CTL staff.

This position will also be responsible for answering telephones, receiving/distributing mail, depositing cash and checks, maintaining office machines, and ordering office supplies.

Essential Duties and Responsibilities:

Responsibilities include the following, other duties may be assigned.

- Answer telephones and direct calls to appropriate staff member
- Maintain office machines (copier, printers, telephone system, and postage)
- Ensure that office supplies are stocked, and office machines are maintained, and that the office is organized including cleaning huddle rooms, conference rooms, and other common areas
- Receive and distribute mail, emails and voice mails delivered to the general mailbox
- Manage e-mail distribution lists in Office365
Serve as liaison between IT consultant and staff

- Receive and distribute e-mails and voice mails delivered to the “General Mailbox”- responding to any questions or concerns or forwarding to appropriate staff person.
- Ensuring that all messages are responded to in a timely manner
- Serve as ZOOM administrator and maintain the Zoom meeting schedule for the ATL office
- Schedule meetings for CEO, Leadership Team, Board of Directors and Board Committees
- Manage all logistics for meetings including reserving meeting rooms and setup/cleanup for all Executive, Board of Directors and Board Committee meetings and order meals needed for meetings.
- Prepare reports and meeting materials for Board and Committee meetings
- Record minutes at all Board of Director meetings
- Maintain communications with Board members and serve as a liaison between the staff and Board of Directors
- Maintain all Board of Directors records and contact information