

WORLD FELLOWSHIP CENTER

P.O. Box 2280
Conway NH, 03818
www.worldfellowship.org

Position: Office Staff

About the Organization:

WFC is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

Mission and Vision

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

Position Summary:

Office staff are responsible for daily office operations including booking reservations, communication with visitors regarding anything that may come up during their stay at WFC, coordination with other departments to accommodate visitor needs, and representing WFC values with a strong focus on customer service. The Office staff at World Fellowship are the first points of contact for visitors at check-in and set the tone for their experience.

Office staff contracts are from late June - Early September. Priority is given to candidates who will be available for that entire window.

Key Responsibilities:

- Conduct daily WFC office business including (but not limited to) booking reservations using WFC booking software, email correspondence, and answering/returning phone calls
- Communicate with visitors regarding needs during their stay
- Communicate with other WFC staff about necessary work to facilitate smooth daily operations
- Maintain a clean and organized office space
- Coordinate with housekeeping department to schedule room changeovers
- Coordinate with housekeeping and facilities departments to accommodate and

- delegate daily visitor needs
- Maintain a clean and organized office space while on shift
- Providing a high standard of customer service
- Receive feedback from visitors with a service-oriented mindset and coordinate with appropriate managers as required
- Maintain a calm and collected demeanor while coordinating stressful or time sensitive communications, especially in the case of an emergency
- Attend and participate in weekly staff meetings
- Additional duties as assigned

Qualifications:

- Experience in an office environment
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Strong communication and collaboration skills
- Time management skills and a desire for efficiency
- Ability to receive feedback while remaining collected and approaching interactions with a desire to problem-solve
- Regularly move across campus, indoors and outdoors
- Be seated for extended periods of time
- Communicate verbally and in writing
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

Desired Skills and Qualities:

- Familiarity with hotel registration software and systems
- Experience in hospitality, retreat, or camp environment
- Reception and/or front desk experience

Compensation:

\$15-\$16 hourly, depending on experience. Room and board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

Application Instructions:

[Please fill out this google form.](#) If you have any questions or difficulties with the form, please contact [hiring@worldfellowship.org](mailto: hiring@worldfellowship.org).