

WORLD FELLOWSHIP CENTER

P.O. Box 2280

Conway NH, 03818

www.worldfellowship.org

Position: Office Assistant

About The Organization:

World Fellowship Center (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, WFC 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

WFC 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.

WFC 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:

The Office Assistant works under the supervision of the Office Manager to assist in maintaining the daily operations of the office, the hub of all WFC administrative activities. This includes welcoming arriving guests and checking out departing guests, assisting with bookings, email and phone lines, communicating within the WFC community, and other administrative duties.

This position includes coordination with housekeeping to ensure the smooth changeover of guest rooms, supporting the covid safety plan, and coordinating with dining services to communicate number counts for meals.

The contract is for July & August (10 weeks). Priority is given to candidates who will be available for that entire window.

Key Responsibilities:

- Assist in maintaining the daily main office operations
- Ensure the office always has a front desk presence and smooth daily operations
- Receive and complete daily assignments
- Assist in coordination with housekeeping to changeover rooms
- Assist in maintaining the covid safety protocols
- Additional duties as assigned.

Qualifications:

- A desire to create welcoming spaces for all visitors
- Openness with a focus on maintaining a friendly and courteous attitude while working in a customer service capacity
- Willingness to work as part of a small team to ensure compliance with all WFC office operations and covid safety standards
- Interest in living and working in a rustic camp setting with an emphasis on community
- Alignment with WFC's mission and vision and a desire to work on a team striving for a more just world
- Hospitality mindset, comfortable involving volunteers in the work
- Strong communication and collaboration skills
- Time management skills and a desire for efficiency & problem-solving
- Ability to receive and provide constructive feedback
- Ability to move across campus, indoors and outdoors, multiple times per day including frequent stair use
- Up to date with current COVID-19 vaccine recommendations
- Promote a customer-service & team attitude towards guests, volunteers, and staff

Compensation:

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