**RRBC Hospitality/Program Assistant**

Position: Hospitality/Program Assistant

Location: Red Rock Bible Camp is located in the Whiteshell Provincial Park, MB, Canada. The Hospitality/Program Assistant is expected to live on site. Housing is provided.

Salary: Base Salary of $36,500.00 and may be adjusted based on qualification, skills, and experience. Housing and four+ months of meals deducted from base salary as they are taxable income.

Responsibilities:

* Hospitality:
	+ Maintain clear and accurate communication regarding Group/Event bookings.
	+ Monitor and support all Group/Event functions and experiences based on Group schedules.
	+ Ensure facility is prepared and ready for Guests and Groups.
	+ Lead and coordinate staff in preparing for group arrivals.
	+ Lead and coordinate the cleanliness of facilities used by guest groups.
* Program Assistant:
	+ Support Program Manager is developing and delivering Marketing Material.
	+ Work with the Program Director in planning for groups as required.
	+ Assist in preparing for specific program needs based on group contract.
	+ Continually monitoring and reporting potential risks to Camp Director, Program Manager, guests and staff, and mitigate as necessary.

Qualifications:

* A committed Christian with a deep understanding of and personal faith in Jesus Christ.
* Proven management and leadership experience in a related field.
* Strong organizational skills, financial management, and problem-solving skills.
* Good interpersonal and communication abilities.
* Passion for mentoring others in their skills and their faith in Christ.

To Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and alignment with Red Rock’s Christian values to hr@redrockbiblecamp.com. Please include “Hospitality/Program Assistant Application” in the subject line. Applications will be accepted until a suitable candidate is found. Only those selected for an interview will be contacted.