

Camp Ramah in the Berkshires: Office Manager

Camp Ramah in the Berkshires is an established, growing and widely-respected non-profit organization based in Bergen County, NJ that operates a residential summer camp in Wingdale, NY.

Camp Ramah in the Berkshires is seeking a full time office manager to support the year-round team with managing our Teaneck (off-season) and Wingdale (summer) offices. This position will report to the Director of Operations with some additional oversight by the Associate Director. This role will have the unique opportunity to assist, to manage, and to learn about all aspects of Camp and the many programs we provide. In addition to managing the day-to-day needs of the Camp offices, the role will have responsibility for administrative management of camp operational tasks including transportation, billing, and special days at camp.

Education and Experience

- Ability to work both independently and as part of a team
- Comfortable taking direction and instruction from multiple people
- Proficient in Microsoft Word, Excel, Outlook
- Comfortable and willing to learn new software systems
- Strong written and oral communication skills
- Integrity, patience, adaptability, sense of humor, enthusiasm, and a commitment to serve Jewish youth

Responsibilities

- Administrative Support (examples):
 - Responsible for managing Camp offices
 - Support senior leadership with administrative projects
 - Vendor management
 - Manage camper billing process
 - Involved in pieces of payables process
 - Receive, distribute all office mail
 - Coordinate all office travel
 - Support institutional advancement department

- Provide event support prior to, and at, all of our annual events
- Assist the programming office with trip and special activity research
- Proactively follow up on vendor bills
- Liaise with vendors such as phones, building, cleaners, etc.
- Assist with busing, transportation, luggage for arrival and departure

Salary and Benefits

- Base Salary range of \$45,000-\$55,000
- 403b Employee Contribution
- Health, dental, and vision options
- Customary additional benefits
- This role is located in Teaneck, NJ and is a hybrid work model
- Go home every day feeling like you made the camp and the world a better place

Qualified minorities and/or women are encouraged to apply; EEO.