JOB OPPORTUNITY
Office Administrator, The Cohen Camps

Are you an organized and self-motivated Office Administrator? Join the Cohen Camps’ year-round team and help create summers of fun, friendship, and growth for children and teens ages 7 to 16. The Office Administrator provides general support to our Jewish overnight camps and programs. The ideal candidate is detail-oriented, professional and has excellent communication skills. This is a full-time job located in our Wellesley, MA offices.

Position Overview
- Welcome visitors to the Cohen Camps office.
- Answer telephone calls and answer basic questions about the Cohen Camps.
- Organize financial aid process documents for the Financial Aid Committee, assist families with questions regarding scholarships, and maintain and share resources for financial aid with Cohen Camps’ families.
- Distribute mail, prepare mail, and interface with local post office.
- Coordinate with Cohen Camp vendors (facilities, office suppliers and services).
- Maintain central inventory of office supplies.
- Maintain central office calendar including tracking vacation days, travel, special events, etc.
- Manage details of Cohen Camps’ large group gatherings.
- Learn camp management software to assist Cohen Camps staff.
- Respect diversity of camp community, their practices, customs, and traditions.

Requirements
- 1 or more years of administrative or customer service experience.
- Exemplary oral and written communication skills.
- Comfortable with Microsoft Office applications and willingness to learn additional software.
- Organizational and time-management skills.
- Comfort in handling confidential information.

Benefits
- Medical, dental, and disability insurance, 403(b) retirement plan, paid time-off.

To apply
Please send your resume and cover letter summarizing relevant experience and salary requirements to: hr@cohencamps.org with the subject line “Office Administrator Job.”