



**Dorion Bible Camp and Conference Centre
A Ministry of One Hope Canada**

OFFICE ADMINISTRATOR JOB POSTING

Position Description

One Hope Canada is currently seeking an Office Administrator for Dorion Bible Camp and Conference Centre in Thunder Bay Ontario.

The ideal candidate for this position will be able to effectively provide administrative support to the camp ministry. They will possess administrative and people skills including: good communication and time management skills, leadership skills, self-motivation, and computer proficiency.

Empowered by the Ministry Director and the Ministry Point Board, they will be responsible for helping the Ministry Director with all office work as required. They will oversee the camp office in a manner that will glorify Jesus Christ and fulfill the One Hope Canada and Dorion Bible Camp Mission Statement to the highest standard of excellence possible. They will be a follower of Christ, in good standing with an Evangelical Church and able to subscribe to the One Hope Canada doctrinal statement, as well as to the principles and practices of the Mission.

Ministry Overview

Dorion Bible Camp & Conference Centre is one of many camps owned and operated by One Hope Canada. DBC has been in operation since 1946 in Dorion, just 50 minutes east of Thunder Bay, Ontario. One Hope Canada is considered a religious order under the provisions of the CRA. As such, missionary employment with One Hope Canada is seen as a response to God's unique invitation. Members, and those aspiring to become members, must be in agreement with standards of spiritual and personal suitability; therefore, they are required to sign a Statement of Affirmation annually.

Primary Responsibilities

- Administrative Assistance to the Director
- Office Management
- Office Communication
- Managing Registrations and Bookings
- Marketing and Promotion

A more detailed job description is available on request.

Financial Arrangements

The successful candidate becomes a full time Missionary with One Hope Canada. This is not a salaried position. Accepted candidates are required to acquire a support base of monthly donors and are able to begin their assignment once they have salary in place, as approved by One Hope Canada. The camp provides a small monthly contribution towards the required support out of their operating budget.

General Information

- Housing - Camp will provide housing if needed, with utilities included
- Schooling – Local elementary school; high school in Red Rock
- Churches – **Red Rock**- Catholic -**Nipigon**-Baptist, Anglican, Pentecostal, United, Lutheran, Catholic, **Dorion** – Evangelical Free
- City of Thunder Bay (population 110,000) 50 minutes from Camp Dorion

Please visit the camp website at www.campdorion.ca to learn more about camp or the One Hope Canada website at www.onehopecanada.ca.

Interested candidates should submit a resume and cover letter by email to: Stephen Johnson (Ontario Field Director) at sjohnson@onehopecanada.ca and Donna Barron (DBC Board Chair) at annodbarron@shaw.ca.

We thank all interested applicants. Review of applications will begin immediately; however, applications will be accepted until the position is filled.

400 Bible Camp Road, Dorion, Ontario, P0T 1K0

Office Tel: 1 807 630 8246

www.campdorion.ca

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