



**Episcopal Diocese of Eastern Oregon**  
**Executive Director of Ascension School Camp and Conference Center**

**Position Description\***

<b>Title:</b> Executive Director of Ascension School Camp and Conference Center
<b>Salary Package:</b> 40,000-50,000, Benefits, Pension, and Housing Included
<b>Status:</b> Full Time Salaried
<b>FLSA Classification:</b> Exempt
<b>I. Position Summary</b>
The Executive Director of Ascension School Camp and Conference Center is an exempt staff position which has as its major responsibility the performance of executive and organizational duties to support the ministry of Ascension School Camp and Conference Center and the Episcopal Diocese of Eastern Oregon (EDEO).
<b>II. Key Relationships</b>
The Executive Director of Ascension School Camp and Conference Center reports to the Bishop and works as part of the administrative team. S/he works collaboratively with the Operations Manager and the Program Director as well as other staff members. S/he also interacts with clients across the Diocese.
<b>III. Essential Functions</b>
<p>The Executive Director of Ascension School Camp and Conference Center:</p> <ul style="list-style-type: none"> <li>● <b>Financial Responsibilities</b> <ul style="list-style-type: none"> <li>○ Sets and maintains the annual budget for Ascension School Camp and Conference Center.</li> <li>○ Bookkeeping coordination with Diocesan Administrator.</li> </ul> </li> <li>● <b>Operations of Ascension School</b> <ul style="list-style-type: none"> <li>○ Hiring of staff in conjunction with Operations Manager.</li> <li>○ Property and liability insurance.</li> <li>○ Manage safety, standards and certifications with ACA and State of Oregon.</li> <li>○ Hospitality</li> </ul> </li> <li>● <b>Summer Camp, Youth and Adult Ministry Programming</b> <ul style="list-style-type: none"> <li>○ Design curriculum.</li> <li>○ Hire and supervise summer camp director(s).</li> <li>○ Assist with hiring of summer camp staff.</li> <li>○ Coordination of summer camp contracts and logistics.</li> </ul> </li> </ul>

- Coordinate brochures, website content and marketing materials for camp and adult programming with Operations Manager.
- Develop adult programming.
- Parish visitations to promote Ascension School programming.

- **General Duties**

- National Church Work.
- Work with community partners.
- Assist with Diocesan Convention.
- Ascension School Advisory Board work.

#### **IV. Other Functions**

The Executive Director of Ascension School Camp and Conference Center also performs other duties as needed to support Diocesan Office operations and client services.

#### **VI. Working Conditions and Environment**

This position requires the ability to see, sit for long periods, and sufficient manual dexterity to write and use typical office equipment on a regular basis. It requires the ability to occasionally stoop, bend, reach, and lift items weighing no more than 35 pounds. Occasional evenings, weekends, and holidays are required, as well as some travel.

\*This position description is subject to change based on organizational needs.