

**Office Manager
Brethren Woods Camp and Retreat Center**

Brethren Woods, an ACA accredited camp and retreat center located near Harrisonburg, VA, seeks an innovative, dedicated Office Manager to provide support to the Executive Director, Program Director, and other staff to ensure that the varied office duties related to camp's operations are conducted efficiently and thoroughly for the benefit of camp's programs, events, and guests.

The Office Manager is responsible for managing the varied office duties related to camp's operation and provides support to other staff. This includes tasks in clerical support, database management, communication, customer service, financial management and recordkeeping, administrative assistance, office equipment and supplies, website and marketing support, event planning, fundraising and public relations, and supervision. The successful individual must be committed to the camp's ministry and able to provide superior hospitality and customer service within the Church of the Brethren context and beyond. Demonstrated skills in organization and time management, computer and database use, written and verbal communication, accounts payable and receivable, and a willingness to learn new skills are required. The ideal candidate will be self-motivated and flexible, with the ability to work independently, and also exhibit a spirit of cooperation and commitment to a team relationship with other paid and volunteer camp staff.

This is a full-time, year-round, salaried position based on approximately 40 hours per week including occasional evenings or weekends to provide support for events and activities. Benefits include a salary, based on experience and within the context of our non-profit environment, paid vacation and sick leave, a generous holiday schedule, and a pension plan.

To apply, submit cover letter, resume, and three references to Linetta Alley, Executive Director, Brethren Woods, 4896 Armentrout Path, Keezletown, VA 22832 or director@brethrenwoods.org. Position is open until filled, with review of resumes beginning November 30, 2026.

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