


Church or Organization Eagle Ridge Retreat Center

Primary Contact Name Kasey Puckett

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Primary Contact Title Chair of the Eagle Ridge Board

Primary Contact Address  Bowling Green, KY

Administrator of Eagle Ridge Retreat Center, Bowling Green, KY

Eagle Ridge Retreat Center, a Christian camp and ministry of the New South Conference of the Free Methodist Church is seeking a dedicated individual to serve as Administrator. This position requires a commitment to evangelical faith and a passion for camping ministry for a multi-facility retreat center.

Position Overview and Requirements:

The Administrator will be responsible for coordinating the operations at Eagle Ridge Retreat Center under the supervision of the Eagle Ridge Board of Directors. This role performs a variety of administrative tasks including marketing, fundraising, hospitality, booking and registration. The position requires moving and lifting 50lbs. or greater on a regular basis. The Administrator must have strong hospitality skills as well as a basic knowledge for safety and security measures. The Administrator will be required to display strong initiative to work independently, and must be available for retreat center clients on an ongoing basis. A basic knowledge of facilities maintenance is not required, but a plus.

Compensation includes housing on site and stipend.

Please email resume and cover letter to kaseytpuckett@gmail.com