



The New Hampshire Camp Director's Association (NHCDCA) is seeking a dynamic Operations Coordinator to manage its efforts to support organized camps in New Hampshire. We are looking for a Connector, Facilitator, Communicator and Educator.

The Organization

NHCDCA is a trade association of organized camps in the state of New Hampshire. NHCDCA offers advocacy, leadership, education, development, support and fellowship for 120+ camps and many hundred camp professionals. We also provide resources for families seeking camps.

The Position

The Operations Coordinator reports to Board of Directors and is a self-starter, responsible for connecting camp professionals with resources to solve issues, facilitating the sharing of ideas, communicating with our camp/business members, educating parents on value of summer camps in NH, educating camps on regulatory requirements and identifying new areas of opportunity or concern for the NH camp community.

Other Responsibilities:

- Manage memberships, Recruit new members and business contacts
- Coordinate Fall Education Conference
- Maintain website and social media presence
- Produce newsletter and other regular member communications
- Support the NHCDCA's relationships with key state entities (DES, DOL, Marine Patrol)
- Work with NHCDCA's Board of Directors, especially the committee chairs to facilitate meetings and follow up on action items

Experience & Skills Desired

- Familiarity with New Hampshire Camping Industry
- Enjoyment in meeting new people
- Proficiency with technology
- Experience with email marketing
- Ability to create promotional material and articles

Details

20 hours/week from September through May; Summer hours as needed to "keep things going"; Requires timely management of returning phone calls and e-mails.

Work from home office, preferably in central NH.

Compensation Range: Up to \$20K on an annual basis

Ideal Candidate will be hired by October 1, 2017

To apply, please send confidential cover letter and resume to: Peter Thomsen: peter@campdeerwood.com