

# LUETHI-PETERSON CAMPS – LPC-US Inc.

For International Understanding



## **Job Opening: LPC-US Administrator - April 2024**

The Administrator is responsible for project management and providing administrative support to the LPC-US Board in the following capacity:

1. Work with officers of the board to perform administrative duties as needed for:
  - a. Camp Support
    - i. Visas
    - ii. Hiking permits
    - iii. Insurance
    - iv. Camp license
    - v. Wish lists/registry
    - vi. Boston support
    - vii. Host Family Program
    - viii. Vehicles
  - b. Property Committee
2. Administrative management and organizational memory:
  - a. Assist officers (especially Treasurer: input data, maintain forms, maintain calendar for financial deadlines like meetings with accountant and financial advisor, 1099s, taxes, bills, etc.)
  - b. Assist committee chairs (ex: fundraising/grant-writing)
  - c. Support and attend 4 board meetings/year and 4 exec meetings/year (set agenda, email reminders/attendance, follow up on action items, edit draft meeting notes)
  - d. Centralize digital and paper communications internal and external
  - e. Manage the board-specific email addresses, digital record-keeping, database input
  - f. Support new board members: connect them with mentors, follow up
  - g. Keep board contact list updated (work with Recording Secretary)
  - h. Maintain annual calendar of board duties
  - i. Centralize, track, and follow up with action items and workflow of volunteer responsibilities
  - j. Track Administrator workload (especially the first year)

### **Requirements**

Must work independently and demonstrate understanding and support of the LPC philosophy  
Willingness to use digital organizational tools like Trello  
Strong time-management, organizational skills, and ability to multitask

### **Timing and Commitment**

Begin late August/early September 2024, evaluate after one year  
Anticipated hours: ~10 hours/week with seasonal fluctuations

### **Compensation**

This is a part-time, remote position paying between \$40-\$50 per hour. This is planned as a two-year position with the possibility of renewing after two years. The position is supervised by the board president and supported by the board vice president.

### **Application**

Please submit a letter of interest with a resume/CV by May 20, 2024 to [lpcboard@gmail.com](mailto:lpcboard@gmail.com).

### **Board Members**

Sara Bartholomew  
*President*

Claire O’Laughlin  
*Vice President*

Jessica Sculley  
*Treasurer*

Lauren Railey  
*Secretary*

Chris Adams

Adam Beckman

Kenneth Beckman

Amber Collins

Deborah Drew

Jessica Gillis

Leslie Hazlewood-Spurr

Patricia Hindley

Eve Kelley

Patrick Neely

Leslie Olsen

Jacob Podgorsky

Júlia Agulló Samaranch

Ashley Schafer

Cole Triedman

Maureen Tunney

Amanda Vinhateiro

June Vinhateiro