



Position: Capital Campaign Assistant

Pay Range: \$20-22/hourly

Status: 10 - 15 hours weekly

Position Summary:

St. Christopher Camp and Conference Center is an Episcopal ministry on Seabrook Island, South Carolina, consisting of retreat facilities, annual summer camp, and the Barrier Island Environmental Education Program. We are preparing for a feasibility study for an upcoming capital campaign, and are seeking an assistant who can support this ongoing process.

Specific Duties:

- Organize database of conference center guests, BI schools and teachers, camp families, and former staff
- Assist with stakeholder meetings throughout the fall
- Assist with additional campaign tasks as they arise

Qualifications

- Bachelor's degree
- Experience with fundraising and administration
- Adept with technology; prior experience with Camp Brain preferred
- Excellent organization and attention to detail
- Exceptional oral, written, and interpersonal skills
- Ability to collaborate as part of a team of directors and board members
- Alignment with the mission and values of St. Christopher and the Episcopal Diocese of South Carolina

Other Requirements

- This position is in-person for an average of 10-15 hours/week, Monday through Friday.
- This position will be available on a contract basis from August 3 until December 15, with the possibility to extend based on mutual agreement.

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WEB: STCHRISTOPHER.ORG INSTAGRAM: [INSTAGRAM.COM/_STCHRISTOPHER](https://www.instagram.com/_STCHRISTOPHER)

Application Process

To apply, send the following information to the Rev. Laura Rezac, Executive Director of St. Christopher, at lrezac@stchristopher.org

- A. One-page cover letter
- B. Resume detailing work experience and educational background
- C. Professional references (2 - 4)

All applications will be considered on a rolling basis until the position is filled.