



# EVENTS & OFFICE ADMINISTRATOR

## FAIR HAVENS CAMP & CONFERENCE CENTRE

**Job Type:** Full-Time, Year Round

**Location:** Onsite, Fair Havens Camp & Conference Centre  
B2215 Durham Regional Hwy 48,  
Beaverton, ON L0K 1A0

**ROLE:**

The Events & Office Administrator supports year-round retreat inquiries, event coordination, and general office operations as part of the core office team. Working closely with the Group Bookings Coordinator, this role manages incoming inquiries, assists with business development efforts, and ensures smooth coordination of events throughout the year.

The position also provides essential administrative support in preparing for the nine-week Summer Family Camp, helping organize the details needed for a successful summer season. The ideal candidate is organized, proactive, and able to manage multiple priorities in a dynamic environment.

**RESPONSIBILITIES:**

**RETREAT SEASON**

- Support the Group Bookings Coordinator in delivering successful retreats.
- Manage initial retreat inquiries and provide timely follow-up.
- Assist with business development through outreach, site visits, and preparation of service materials.
- Host retreat groups on-site as needed, including some evenings and weekends.
- Coordinate retreat logistics, schedules, and communication with internal teams.

**YEAR-ROUND & SUMMER OPERATIONS**

- Provide ongoing administrative support, including managing supplies, vendors, mail, phones, and shared calendars.
- Maintain organized documentation and records for bookings, events, and seasonal operations.
- Support year-round event coordination through scheduling, logistics, and preparation of materials.
- Assist with administrative and logistical planning for the nine-week Summer Family Camp, ensuring smooth seasonal operations.

**SKILLS & QUALIFICATIONS**

- Outstanding leadership, time management, facilitation, and organizational abilities.
- Post-secondary education, preferably with a Business Administration focus and event planning experience considered an asset.
- Proficient in Google and Microsoft Suite, with the ability to quickly master new systems.
- Capable of effectively engaging with guests of all ages.
- Demonstrates a strong problem solving mindset.
- Excellent communicator with the ability to compartmentalize tasks efficiently.
- Committed to embracing and embodying the Core Values and Beliefs outlined in the Fair Havens Statement of Faith.

**Start Date:** February, 2026

Please forward the cover letter and resume to [apply@fairhavens.org](mailto:apply@fairhavens.org)