**New Life Ranch - Flint Valley**

**Reservations Apprentice**

**Job Description**

**New Life Ranch Mission:** Proclaim the Gospel of Jesus Christ and equip believers for ministry.

OVERVIEW: The Flint Valley Reservations Apprentice will assist the Reservations Coordinator with all aspects of the Reservations process including booking, scheduling and invoicing.

RESPONSIBLE TO: Reservations Coordinator

GENERAL QUALIFICATIONS:

1. Has a personal relationship with Jesus Christ, exhibiting evidence of a consistent, growing daily walk.
2. In agreement with New Life Ranch’s mission, policies, and statement of faith.
3. Has a strong desire to grow as a leader.
4. Presents themselves professionally in regard to communication, hygiene, dress, and attitude.

SPECIFIC QUALIFICATIONS:

1. Ability to partner with group leaders and decision makers.
2. Ability to build rapport with people of various ages and ethnicities.
3. Detailed focused.
4. Problem-solver.
5. History of following through on tasks.
6. Background in general business functions including accounting and communications.

SPECIFIC RESPONSIBILITIES:

1. Learn and use the CampBrain web system.
2. Set-up specific details of a group’s retreat and/or event.
3. Ability to effectively communicate with group leaders and decision makers via phone or email.
4. Create and send invoices via web.
5. Assist in hosting groups two weekends a month.
6. Schedule retreats for full-time ministry guest and friends & families of staff.
7. Attend and participate in scheduled staff meetings.

SCHEDULE**:** The preference would be that this is an 18 - 24 month contract. The Retreats and Reservation Apprentice will serve weekdays during regular office hours (8:30-5:00) except for adjustments due to hosting responsibilities. They will work approximately two weekends per month as assigned by the RC. Compensational weekdays off will be given when weekend work is required.

COMPENSATION**:** A base salary of $800-$1000 depending on Education and experience, per month will be paid in addition to housing provided on NLR property. Raising missionary support through NLR is also encouraged.

If you have any questions and would like to learn more about this ministry opportunity please contact:

Steve Markovich: Reservations Coordinator

**Call:** 918-422-5506 ext. 114

**Email:** stevem@newliferanch.com