



**Sacred Heart Retreat Camp**, a ministry of the Society Devoted to the Sacred Heart of Jesus, located in Big Bear Lake, CA, serving 2,200 participants through school year and summer camps annually, has an immediate opening for an **Administrative Assistant**. Responsibilities for this full time, 30 hour per week position, include facilitating the smooth operations and general office support for all programs and activities of Sacred Heart Retreat Camp.

**Requirements:** Commitment to the vision and values of the Sisters Devoted to the Sacred Heart, familiarity with the Catholic Church, Catholic education and religious life, demonstrated skills in Microsoft Word and Excel database management (highly desirable: Access, Adobe Photo shop and Adobe InDesign), Zoom teleconferencing technology, excellent oral, written, interpersonal communication, decision making, time management and organizational skills. Bilingual (English/Spanish) preferred but not required.

A competitive salary, good benefits and exceptional work environment are provided.

**Please send a resume with a cover letter explaining how your skills are a match for the position by March 12 to:  
Retreat Camp Search Committee: [sdshjobsearch@gmail.com](mailto:sdshjobsearch@gmail.com)**

***Sacred Heart Retreat Camp is an Equal Opportunity Employer.***