



Job Title: Media and Events Manager

Compensation: \$595-\$620 weekly

- 40-45 hours per week, flexible schedule depending on events.
- Full room and board provided (housing, food, internet, utilities, laundry for entire duration of season, including weekends and seasonal breaks)
- Full accommodations for dietary restrictions or preferences

We are hiring a Media and Events Manager who can commit to our 2025 season from April to November! At Camp Tamarack we host Outdoor School, Summer Camp, and classroom programs, providing youth of all ages with hands-on opportunities that promote personal growth and a better understanding of the environment and world that surrounds them. Additionally, we host select rental groups for their own programming throughout the season. We are accepting applications until the position is filled. Send your cover letter and resume to Sami@camptamarack.com.

We are looking for staff who thrive in a fast-paced, collaborative work environment to support our mission of youth development through mentored outdoor experiences.

Camp Tamarack is an equal-opportunity employer. We welcome the unique contributions that you bring to our program including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages, veteran status, religion, ability, sexual orientation, and beliefs. We value diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees. Our commitments include:

- Normalizing pronoun use during meetings and programs
- Providing needs-based scholarships to students
- Providing justice, equity, diversity, and inclusion training to all staff
- Incorporating land acknowledgments in programs
- Using trauma-informed, culturally responsive student support strategies
- Providing accommodations for students to participate in our programs and for staff to lead programs

2025 Season Dates:

This is a 7 month contract from April 7th through October 31st.

Note: In the breaks between the sessions, the social media and events manager will continue work as usual.

- **Spring Outdoor School**
 - Staff training: April 6th-11th
 - Programming: April 14th-June 6th
- **Summer Camp**
 - Staff training: June 15th-June 20th
 - Programming: June 22nd-August 15th
 - Camp for Children with Type 1 Diabetes: August 17th-20th
- **Fall Outdoor School**
 - Staff training: September 8th-12th

- Programming: September 15th-October 31st

Job Description:

- **Manage Social Media and Media Content**
 - Post a combination of high-quality videos and photos to social media accounts daily
 - Moderate and manage social media accounts (Facebook, Instagram, Tiktok)
 - Use media software to create content
 - Stay on top of current social media trends and evaluate how Camp Tamarack can best participate
 - Collect photographs and videos from various aspects of our programming
 - Collaborate with other staff and admin to ensure content is informative and appealing
 - Assist with other marketing-focused media projects
 - Create video content for promotional use
- **Host On-Site Rental Groups & Events**
 - Be the lead host for rental groups of 50-150 individuals
 - Serve as the point person for guests and primary contact for the group leader
 - Facilitate a site orientation and enforce rules and expectations for guests
 - Run the Camp Shop selling merchandise to guests
 - Maintain site cleanliness for guests including dining and bathroom facilities
 - Support set up and clean up for events
- **Represent Camp Tamarack in the Community**
 - Table at local events such as those hosted by Bend Parks and Recreation and Latino Community Association
 - Assist in the recruitment of camp counselors at local high schools
- **Support On-Site Programming**
 - Assist with daily mealtime cleanup
 - Assist in site set-up, weekly cleaning, and closing each week
 - Provide backup support to other camp staff as needed

Required Qualifications:

1. **Social Media Experience:** Proven experience managing and moderating social media platforms, particularly Instagram and TikTok. Ability to post engaging, high-quality content regularly to build brand presence.
2. **Photography and Videography Skills:** Strong ability to capture high-quality photos and videos of events, activities, and daily camp life. Comfortable using cameras, smartphones, and other media equipment to create compelling visual content.
3. **Creative Content Creation:** Strong creative skills with a passion for developing unique and engaging content that reflects the camp's personality and mission. Experience in crafting stories through photos, videos, and social media posts.
4. **Event Hosting and Coordination:** Comfortable being the lead host for events, ensuring smooth setup, management, and cleanup. Must be able to engage and energize attendees, providing a welcoming presence.
5. **Community Engagement:** Experience in representing an organization or brand to the public through activities like tabling at local events. Ability to engage with the community and promote Camp Tamarack's mission.
6. **Trend Awareness:** Knowledge of current social media trends and best practices. Ability to evaluate how Camp Tamarack can effectively engage with trends to increase visibility and engagement.

7. **Strong Communication Skills:** Excellent verbal and written communication skills. Ability to collaborate with others, provide feedback, and create content that resonates with different audiences.
8. **Interest in Youth and Outdoor Programs:** A passion for outdoor education, youth development, and camp programs. Understanding of how media can capture and promote these types of activities effectively.
9. **Teamwork and Adaptability:** Willingness to collaborate with a diverse team and adapt to changing tasks, schedules, and group dynamics.
10. **Problem-Solving and Conflict Resolution:** Ability to manage and resolve conflicts effectively, whether between campers, between staff members, or in activity settings.
11. **Commitment to Inclusion:** Strong commitment to creating an inclusive, welcoming environment for all campers and staff, ensuring that each individual feels valued, respected, and supported regardless of background, identity, or ability.
12. **Growth Mindset:** Demonstrates a growth mindset by embracing challenges, learning from feedback, and encouraging campers and staff to do the same. Ability to view mistakes as opportunities for learning and personal growth.

Preferred Qualifications:

1. **Experience in Marketing or Branding:** Previous experience in a marketing, media, or branding role, with an understanding of how to use social media to promote an organization or brand.
2. **Event Planning and Execution:** Prior experience organizing and coordinating events, particularly in a camp, non-profit, or community setting. Able to manage logistics and ensure a successful event experience for participants.
3. **Spanish Language Skills:** Proficiency in Spanish, allowing for the ability to communicate and engage with Spanish-speaking students.

***Note to potential applicants:** Research shows that BIPOC folx, trans and non-binary folx, and women are less likely to apply for jobs unless they believe that they meet every qualification listed in a job description. Your skills, experience, and education can come from personal interests, self-directed learning, community roles, and life experiences. We strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet all of the qualifications.*

How We Make This Position Sustainable:

- **FULL Room and Board:** There is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!
- **40-45 hour Work-Week**
- **Paid "Sick or Sad" leave:** Whether you get sick or just need a mental health day, we offer accruing paid leave for our employees. 1 full day of pay earned for each session worked, 1 day for Spring Outdoor School, 1 day for Summer Camp, and 1 day for Fall Outdoor School.
- **Paid Time Off:** 1 full day of pay earned for each session worked: 1 day for Spring Outdoor School, 1 day for Summer Camp, and 1 day for Fall Outdoor School.
- **Wellness Stipend:** After a year of employment, we offer a monthly wellness stipend to put towards health care.
- **Team Bonus:** Contingent upon meeting our 2025 Company Goals, a bonus of up to \$750 is available to team members who complete their full season contract.

Living and Working Conditions:

- Employment is temporary and subject to the camper participation schedule. This position works in an overnight camp setting.
- If staff choose to live on-site, they live in shared staff quarters.
- Housing is provided for the entire employment season- you don't have to move out on the weekends or in between sessions- your space is your space for the whole season. Housing is shared with other employees in assigned cabins or bunk rooms.
- Room and board provided- there is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!

Shift Type: Weekly Salary, paid monthly

What do our programs look like? Find us on TikTok and Instagram at @camp_tamarack