

WE ARE HIRING!

SUMMER OFFICE INTERN

Compliance & Administrative Support (Full-Time, Paid)

Position Summary:

Ceta Canyon Camp & Retreat Center is seeking a full-time Office Intern to support administrative operations with a primary focus on compliance related to Texas camp safety laws, including SB1 and HB1. This role serves as a key liaison in coordinating mandatory reporting, documentation, and communication to ensure compliance while supporting a safe, ministry-focused environment.

Primary Responsibilities:

Compliance & Reporting

- Coordinate SB1 & HB1 requirements
- Maintain documentation, safety plans, and records
- Assist with audits, inspections, and licensing
- Support policy implementation and deadlines

Administrative Support

- Data entry, filing, and document management
- Coordinate communication, scheduling, and reports
- Provide front office support as needed

Operational Support

- Assist across departments and guest services
- Maintain office organization
- Support operations during peak seasons

Qualifications

- Pursuing or completed degree in a related field
- Strong organization and communication skills
- Ability to handle confidential information professionally
- Proficient in Microsoft Office
- Self-motivated and dependable



Work Environment

- Full-time, paid position
- Primarily office-based with some on-site support

Spiritual Expectations

- Demonstrate servant leadership
- Support the mission of Ceta Canyon
- Maintain a Christ-centered attitude

Compensation

- Paid position

Please send your resume to CEO- Joe Alarcon:

joe@cetacanyon.org

Subject: Office Intern Resume