

JOB TITLE: Conference Coordinator/ Website and Social Media Facilitator

Reports to: Ministry Manager
Job Status: Full-time
Hours of Work: 40 hours per week
Pay Range: Dependent upon experience

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and 2 floating holidays per year.

Travel and Expense: Periodic overnight travel may be required. Expenses for lodging, airfare, and meals will be covered by the Church or local groups.

SUMMARY

Works cross-functionally to create program content for and coordinate quarterly conferences, both at the Inner Retreat and in the field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works cross-functionally with various teams to coordinate quarterly conferences.
2. Researches conference content and creates program.
3. Facilitates conference flyer and creates program matrices.
4. Documents procedures.
5. Attends team meetings and contributes to reaching team goals.
6. Other duties may be assigned.

QUALIFICATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Work Experience

Bachelor's degree. In-depth understanding of the teachings of the Ascended Masters with the ability to work with others to develop a conference program. Familiarity with social media networks to promote events is a plus.

Knowledge, Skills, and Competencies

- Excellent communication and customer service skills
- Project management skills; ability to multi-task, prioritize and maintain accuracy of information

- Detail oriented with strong organizational skills
- Strong ability to work cross-functionally with other teams
- Computer skills (MS Word, Excel and PowerPoint)
- Internet navigation, email and online software skills
- Research and writing skills
- Ability to work as part of a team
- Good command of the English language
- Ability to remain calm and effective under pressure
- Comfortable with change and the challenges of a rapidly evolving business environment