

Job description for :

Conference Admin Assistant

General Information

- Department: Conferences
- Reports to: Conferences Senior Manager
- Category: Salaried, non-exempt
- Description current as of: June 2024

Essential Role: Assist with administrative needs of the Conferences Manager, to include the areas of adult conferences & activities, women's conferences and child/youth programs.

Main Responsibilities

- Assist with all conference communications
 - Create and maintain the conference program calendar
 - Assist with programs various events
 - Coordinate and oversee logistics for scheduling and booking conference speakers, musicians and family members (room reservations, transportation, etc.)
 - Assist as emcee at conference sessions, as needed
 - Assist both the Conferences Manager and the Executive Director with administrative and receptionist functions including: answering phones, recording notes at staff meetings, and managing special projects
-

Secondary Responsibilities

- Assist with maintaining the CBCC website, app and promotional collateral
 - Maintain archives and historical information, brochures, and mailings
 - Attending and participating in weekly and monthly meetings.
 - Assisting with special events (e.g. staff retreat, Christmas dinner, etc.)
 - Maintain office supplies and machines (ie. printer, mailing machine, etc.)
 - All other duties as assigned
-

Qualifications/Skills Required

- A Christian in agreement with CBCC's statement of faith and purity policy
- A growing personal relationship with Jesus Christ and a consistent Christian testimony.
- Two years' experience (preferably as an event supervisor at a Christian conference center or camp)
- Intermediate computer skills in MS Office, Adobe Creative Cloud, Google and other online productivity programs and tool sets.
- Ability to lead others



- Excellent written and verbal communication skills
- Well organized, excellent administrative abilities and able to manage big picture and details

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Physical Demands

Sit	<u>2</u> Consecutive hours	<u>6-8</u> Total hours per day
Stand/Walk	<u>1-2</u> Consecutive hours	<u>2-4</u> Total hours per day
Employee may alternate between sit/stand <u>as needed</u> .		
<input type="checkbox"/>	Only uses left hand/arm	<input type="checkbox"/> Only uses right hand/arm
<input checked="" type="checkbox"/>	Uses both hands/arms	
	None or N/A*	Occasionally*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	50 yards	
*Key		
Occasionally	Frequently	Continuously
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less	3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day	6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day

Employee signature _____ Date _____

Supervisor or HR signature _____ Date _____