

Job Description :

## Conference Supervisor



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### General Information:

- Department: Program
- Reports to: Program Director
- Category: Salaried, exempt position
- Description current as of: June 2022

**Essential Role:** Overseeing the management and administration of the adult and children's conference program ministries, with an emphasis on women's ministry.

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### Main Responsibilities:

- Developing, leading, and directing all women's ministry conferences and events
- Creating and maintaining the conference program calendar
- Scheduling and booking session speakers and musicians
- Coordinating and overseeing logistics for conference speakers and musicians (room reservations, transportation, etc.)
- Coordinating consignments between speakers and CBCC bookstore
- Co-hosting/emceeing women's conference sessions
- Assisting as emcee on conference sessions, year-round, as required
- Managing all conference communications content
- Coordinating design and production deliverables and schedule with in-house or contract designer (campus décor, social media posts, flyers, brochures, banners, slides, etc.)
- Maintaining program social media calendar

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### Secondary Responsibilities:

- Assisting with administrative tasks for the executive director and program director, as assigned
- Assisting with special events and tours (i.e., staff retreat, community open house, Christmas dinner, Holy Land tour, etc.)
- Attending and participating in weekly and monthly meetings.
- All other duties as assigned.

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### 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 in ministry leadership (preferably as an event or program supervisor at a Christian conference center or camp)
- Ability to lead others and extensive supervisory skills
- Excellent written and verbal communication skills
- Well organized excellent administrative abilities and able to manage big picture and details
- Strong computer skills in MS Office, Adobe Creative Cloud, Google and other online productivity programs and tool sets.

**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	2-3 Consecutive hours	4 Total hours per day	
Stand/Walk	1-3 Consecutive hours	4 Total hours per day	
Employee may alternate between sit/stand as needed.			
<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*	Frequently*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	200 yards		
<b>*Key</b>			
<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	
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 \_\_\_\_\_