



Job Description:

# Conference Manager

---

## General Information:

- Department: Conferences
- Reports to: Executive Director
- Category: Salaried exempt
- Description current as of: September 2024

**Essential Role:** Manage the conference ministry of CBCC with responsibility for adult, youth and children programs. Coordinate CBCC technology and promotional activities.

---

## Main Responsibilities:

- Work with the Executive Director to ensure conference programs remain spiritually and doctrinally consistent with our history, vision and mission statement (with this primarily being accomplished through the selection and evaluation of speakers and worship leaders).
- Emcee conference sessions (along with the Executive Director) and coordinate other conference events for guests.
- Ensure development of high-quality curriculum for children & youth program accomplished by the Kids/Youth Program Supervisor along with proper training for program staff.
- Create and coordinate various activities and recreational options for guests.
- Coordinate logistics for conference speakers and musicians (e.g. transportation, rooms, etc.) which is primarily done with the assistance of the Conference Admin. Asst.
- Maintain up-to-date attendance figures and statistics relevant to planning and evaluating conferences.
- Coordinate consignments between speakers and the CBCC bookstore.
- Manage the operations and policies of the department: financial, administrative, safety, etc.
- Oversee conference department staff (Program, Audio/Visual and IT) with recommendations for staffing changes to be made to the Executive Director.
- Be the primary contact for contractors serving with the department (e.g. graphic designer, videographer, photographer, etc.).
- Coordinate production/maintenance of digital media (app, website, etc.) and printed materials (newsletters, brochures, etc.).
- Provide recommendations for any major changes or additions to conference program.
- Coordinate Book Nook operations (e.g. inventory, staffing, budget, etc.)
- Ensure smooth operation of Coach House and Front Desk through their respective supervisors and staff.
- As part of the management team work on the development, planning and implementation of CBCC policies and procedures.

---

## Secondary Responsibilities:

- Maintain information on musicians and conference speakers.

- Oversee storage of photos, videos, etc. for media needs.
- Lead weekly staff prayer meeting as needed.
- Attend and participate in weekly and monthly meetings.
- 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.
- Pastoral gifting and theological training.
- Two years' experience in ministry leadership (preferably at a Christian conference center).
- 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 as well as familiarity with Mac, Windows and MS Office (Adobe software experience is a plus).
- Bachelor's degree or equivalent work experience.

---

### Physical Demands:

Sit	<u>2-3</u> Consecutive hours	<u>4</u> Total hours per day
Stand/Walk	<u>1-3</u> Consecutive hours	<u>4</u> 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*
Hand/Wrist Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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:	200 yards	
*Key		
<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

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.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_