



## Job Description

**Position Title:** Youth & Young Adult Outreach Manager

**Effective:** 8/1/2024

**Reports to:** Director of Church Relations; Vice President for Communication

**Supervises:** N/A

**Status:** Non-Exempt; Salary; Full-time

**Essential Functions:** Assist the Director of Church Relations in creating long-lasting relationships with church leaders.

---

### Essential Duties:

The essential duties are as follows:

#### Church relations:

- Work proactively with churches, groups, and individuals to assist them in registering for Montreat youth events
- Represent Montreat Conference Center at events, meetings, conferences, and other venues

#### Registration:

- Assign youth event housing to attending groups based on need and availability. This may include ongoing analysis of group needs versus availability, researching new options, and maintaining ongoing conversations with key staff at other local lodging entities.
- Staff check-in for assigned events
- Assist with registration as needed

#### Outreach:

- Perform research on potential leads and input information into CRM software
- Assist the Director of Church Relations in outreach efforts to churches and groups through a variety of means, including but not limited to: cold calls, emails, meetings with church personnel, youth and/or families, and presbytery and congregational meetings
- Other duties as assigned



## Requirements:

- **Education:** High school graduate or equivalency; bachelor's or associate degree preferred
- **Experience:** At least two years of experience participating in or working with Montreat Youth Conferences or similar program
- **Physical Requirements:** Must be able to stand, sit, or squat for periods of time; must be able to lift 20 lb.
- Ability to organize information and accurately record data
- Excellent writing, proofreading, and editing skills
- Possess a valid driver's license and acceptable driving record

## Competencies:

- Ability to work well independently, process information, and meet deadlines
- Ability to communicate effectively
- Ability to plan and prepare for assigned tasks
- Ability to follow directions and work cooperatively with others. Teamwork is essential.
- Exhibits fine attention to detail
- Ability to use critical thinking and resources to solve problems

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date: