



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Program Relations Coordinator</b>
<b>DEPARTMENT:</b>	Laity Lodge
<b>REPORTS TO:</b>	Executive Director of Laity Lodge
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>

**POSITION SUMMARY:** The Laity Lodge Program Relations Coordinator is focused on supporting the Laity Lodge program by cultivating strong relationships with individuals and organizations as well as providing thorough oversight of all departmental administrative functions.

**PROGRAM MISSION:** As part of The H. E. Butt Foundation, Laity Lodge hosts lay people in a uniquely hospitable environment for the purposes of renewal and learning.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, Excellence

### **ESSENTIAL FUNCTIONS:**

- External Relations
  - Act as first point of contact for those contacting Laity Lodge
  - Cultivate strategic relationships with institutional and individual leaders on behalf of Laity Lodge and its programs
  - Registration
    - Manage processes for all event registration
    - Serve as primary point of contact for individual and group registrations
    - Meet with guests (occasionally) at Laity Lodge retreats
- Administration & Staff Management
  - Manage contractual and administrative processes with resource personnel and institutional partners
  - Serve as administrative and operational liaison with departmental leaders
  - Provide data research and reports as needed for Laity Lodge operations, and programs
  - Manage and maintain office calendars
  - Monitor staff calendar
  - Serve as administrative contact between Laity Lodge and Canyon Operations
  - Assist in creation of meeting agendas and minutes
  - Contribute to departmental budget process
- Other duties as assigned

### **QUALIFICATIONS:**

- 6 years of related experience in office administration

- Financial experience preferred
- Experience in theological setting and/or higher education preferred
- Bachelor's degree required

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Excellent professional communication skills: verbal and written
- Strong interpersonal skills
- Strong decision-making abilities
- Analytical and detail-oriented
- Ability to work independently, self-directed
- Effective time management
- Ability to use discretion and maintain confidentiality
- Balances team and individual responsibilities
- Strong knowledge of Microsoft Office Suite
- Familiar with basic Christian doctrine and denominational distinctives

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates both in a professional office environment and in a camp or retreat setting. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE