



JOB OPPORTUNITY POSTING

Presbyterian Church (U.S.A.)

Posting#: E08-03-30

Posting Date: 3/28/08

Title: Associate, Camps and Conference Centers

Program Area:

Evangelism and Church Growth

Grade: N

Work Area:

Program Director Office

Status: FT Exempt

Basic Function (Job Purpose):

Provide assistance from the National Church level to support the Presbyterian camp and conference ministry in being a valuable resource to help further the mission goals and priorities of the church.

Supervises: N/A

Essential Duties and Responsibilities:

1. In coordination with the Presbyterian Church Camp and Conference Association (PCCCA), work with all camp and conference sites in the PC(USA) to support and strengthen the camp and conference ministries throughout the denomination.
2. Work in consultation with GAC staff and/or entities to create, long-term vision for the use of camp and conference sites, which positions the PC(USA) to meet the changing needs and demands of our constituents. Serve the General Assembly by offering the significant and varied resources of camps and conference centers to help carry out the mission priorities of the PC(USA).
3. Consult in the promotion and coordination of activities and programmatic efforts between Presbyterian Camps and Conference Centers.
4. Create and implement effective tools, i.e., newsletters, website, etc., that facilitate communication among and about the camp and conference centers and that share the stories and messages of how camps and conferences centers positively impact lives and the positive role they can play in the future of the PC(USA) by providing places for conversations for faith development, theological discussions and environmental related issues.
5. Stay in close communication, work in partnership with, assist in coordination and encourage good stewardship of resources with the three focal points of the PC(USA) Camp and Conference Ministries—
 - (1) the national conference centers;
 - (2) the Consultants Network, a group of professionals who provide low-cost advisory and consulting services to the Presbyterian Camp and Conference Centers; and
 - (3) the PCCCA and its Executive Director
6. Serve as an internal resource on the planning and organizing of GAC initiated conferences. Inform and remind decision makers and planners about camps and conference centers and their ministries to the larger church. Provide resources and connections to the larger church how camp and conference centers can be used to host regional, national and international gatherings. Maintain a comprehensive list of scheduled and potential national church meetings/programs/conference and work with the directors of the Mission areas to encourage use of the Presbyterian camp and conference centers where appropriate.

Forward resume (or internal application) to:

Presbyterian Church (U.S.A.)

Attn: HR – [Posting #E08-03-30]

100 Witherspoon Street

Louisville, Kentucky 40202

or, Email: jobs@ctr.pcusa.org



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7. Provide consultation oversight the GAC to the national properties (Montreat, Ghost Ranch and Stony Point). To serve as a point of communication between PC(USA) camps, including the national centers and the national church.
8. Ensure funds received from the Hostetter Fund are used to facilitate advocacy, coordination, management, networking, and the promotion of fiscal responsibility among the camping and conference ministries of the PC(USA). Develop and/or distribute resources which would benefit the mission viability and financial sustainability of camps and conference centers such as Presbyterian Panel Surveys, research, articles, etc.

Experience:

- Bachelor's Degree required; advanced degree preferred.
- Theological or ministerial training strongly preferred.

Years of related experience: 3 – 5 years or an equivalent combination of education and experience.

Describe types of job experience required:

- Strong sense of and familiarity with religious camp and conference centers.
- Knowledge of or familiarity with the Reformed Faith
- Ability to network and form effective relationships with multiple entities in order to establish and achieve goals and objectives.
- "Business" acumen, including an understanding of the operations and financial accountabilities associated with camp and conference centers.
- Ability to make sound, effective decisions and to act independently.
- Ability to be flexible and to adapt to changing requirements.
- Ability to quickly assess situations and take appropriate action.

Situational Responsibilities

- Regular contact and interaction with the PCCCA.
- Frequent contact with the Directors/Managers of the national conference centers.
- Regular contact with GAC Ministry Directors

Required License or Certification:

N/A

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