

JOB TITLE: CONFERENCE CONTENT FACILITATOR
Reports to: Ministry Director
Job Status: Full-time, Salary, Exempt

I. SUMMARY

Facilitates the implementation of programs and spiritual work for four quarterly conferences. Supports the ongoing success of conferences through collaboration with all members of a cross-functional conference team to ensure conference goals and objectives are accomplished. Supports other ministry projects, as required.

II. GENERAL DUTIES AND RESPONSIBILITIES

- A. Culture:** To build Maitreya's Mystery School's culture successfully, employee diligently completes assigned duties with a balanced disposition. Adapts to continuous workplace changes.
- B. Team:** Works competently as part of a team. Complies with the Department or Team Leaders' direction and measurable goals. Effectively collaborates with other teams in solving problems.
- C. Performance Evaluations:** Implements "Current Year Goals" and suggestions outlined in the periodic "Staff Performance Review Form".
- D. Schedule:** Reports to work on time, uses time wisely while on duty, and minimizes the need for overtime work.
- E. Reports:** Provides reports to the Team Leader as requested and on time.
- F. Storage:** Participates in the annual cleanup and maintenance of Teams' storage areas, including physical and digital storage.
- G. Standard Operating Procedures (SOPs):** Complies with written SOPs for any of the Teams' tasks and processes within the area of work.

III. SPECIFIC ROLES AND RESPONSIBILITIES

A. Conference Facilitator

1. Implements the overview of major organizational initiatives through conference programs.
2. Works with the communications team and member volunteers to promote conference attendance both in person and on the internet broadcast.
3. Plans conference flyers and programs and works with the production team to ensure their production and distribution in print and electronic formats is accomplished on schedule.

4. Helps develop and implement new approaches to conferences, as needed, to simplify staff involvement, where possible, and/or to achieve greater attendance and success of conferences.
5. Coordinates with the multimedia team to prepare dictations, lectures, and other audio and video content for the conference album and live event presentations.

B. Collaborator

1. Collaborates with appropriate events teams in planning conference programs and/or spiritual work for four annual conferences.
2. Collaborates with Member and Guest Services, Community Operations, Web/Marketing, Publishing, Summit University, Family and Youth, Translations, Essentials Program, Stewardship, Ministry, and the Business Office for successful conference implementation.

C. Ministry Scheduler:

1. Facilitates and coordinates Sunday Services with the ministers.
2. Coordinates the annual Holy Days Calendar.
3. Coordinates weekly staff communion servers.

D. Other Projects: Works closely with the Ministry Team and the Ministry Director on other Ministry projects, as needed.

IV. EDUCATION AND WORK EXPERIENCE

- A. Bachelor's degree (B.A. or B.S.) and two to four years of related experience; and/or,
- B. Training in curriculum/program development and presentation or a related field.

V. KNOWLEDGE, SKILLS, AND COMPETENCIES

- A. Ability to effectively contribute to a positive and cooperative work environment within a team, the organization, and with others outside of the organization.
- B. Ability to maintain equilibrium in demanding situations and fast-paced environments, especially during conferences. Ability to work a flexible schedule, including evenings and weekends.
- C. Excellent communication skills, including oral, written, and active listening plus an ability to present information effectively and respond to questions.

- D. Outstanding interpersonal skills with experience in working with individuals from diverse ethnic and social backgrounds.
 - E. Detail-task oriented/highly organized/independent with a drive to obtain optimum results under minimal supervision.
 - F. Ability to multi-task, maintain accurate data, plan, and prioritize/implement multiple projects simultaneously. Exhibits outstanding time management skills.
 - G. Ability to make decisions and resolve conflict as well as the ability to foresee challenges and develop creative solutions.
 - H. Understands basic marketing techniques and principles.
 - I. High level of integrity, trustworthiness, and ability to maintain confidentiality.
 - J. Extensive knowledge of the Teachings of the Ascended Masters and skill in implementing inspirational programs based on those Teachings.
 - K. Demonstrated ability to use a personal computer, Microsoft Office Suite, and to navigate the internet.
- VI. ACCOMMODATIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
- VII. BENEFITS:** Full-time employees (30+ hours per week) are eligible for the employee Health Plan, Life Insurance, and Paid Time Off benefit--includes vacation, sick leave, paid holidays, and 401(k). Human Resources has additional benefit information.
- VIII. LEGAL HOLIDAYS OBSERVED:** Presidents' Day, Memorial Day, Labor Day, Thanksgiving and that Friday, Christmas Day and two flexible holidays for New Years and July 4th that can be taken at any time.

APPROVAL

The Manager's signature below indicates that this job description is approved.

_____ Date: _____

The employee's signature below indicates the employee's understanding of the requirements, essential functions, and duties of this position.

_____ Date: _____