

**Department:** Retreat Ministries

**Reports to:** Retreat Ministries Director

**Supervises:** None

**Overview:** Builds a bridge between city churches and the Christian retreat center in Schooley's Mountain by visiting and promoting among individual pastors, church leaders, Christian schools, and adult church classes. Interfaces with denominational leaders to raise awareness and prayer support for Liebenzell USA Retreat Ministries. Organizes promotional events in the city, prepares special project proposals, and builds relationships with pastors. The vision of the work is to expand to several persons serving in this role according to cities near to the Schooley's Mountain campus (New York City, Trenton, Philadelphia, Allentown, Morristown, Paterson, White Plains, Bridgeport, etc.). This is a 1099 contract position solely reimbursed based on the final number of individuals lodged in a first-time registered group (see separate document). Relevant ground transportation and meals with direct contacts are also reimbursed upon approval by the supervisor.

#### **Relationships with other departments**

- Prepares marketing strategy in collaboration with the other City Ambassadors, the Mobilizers (Global Ministries), the RM (Retreat Ministries) Director and the General Director.
- Organizes promotional materials for Retreat Ministries in cooperation with the design staff of the Development department.
- Assists the RM Director in preparation of the annual Retreat Ministries budget section pertaining to promotional materials, ground transportation, and meal expenses.
- Attends Chapel services when on campus once a month to meet other staff members.
- Prioritizes inviting interdenominational church groups and Christian school groups as guests who would be more likely to send out missionary interns and candidates through Liebenzell Mission of USA.
- Carries out specific assignments when requested on occasion by the RM Director or the General Director.

#### **Duties of this position**

##### *Primary responsibilities*

- Spends 95% of available time in the city personally visiting city church pastors, leaders of Christian schools, Christian businesses, and related denominational contacts across the designated city.
- Spends 5% of available time (one day per month) on campus in Schooley's Mountain to become familiar with the organization, meet with supervisors and staff, attend Chapel

- services, and participate in marketing meetings with the RM Director and General Director.
- Reviews the recent history of church groups coming as guests to the facilities and looks to provide balance by inviting interdenominational church groups who identify with Liebenzell Mission of USA mission statement and history.
  - Works closely with the RM Registrar to fill up the calendar of reservations for each quarter of the year so the facilities stay full year-round.
  - Submits to the RM Registrar a signed weekly list of on-site visits, telephone contacts, and email contacts made, leaving a column available for the Registrar to note the final number of individuals lodged in a first-time registered group. Makes a summary of the four weeks of RM Registrar reports to provide a monthly progress list of the same information to the RM Director.

#### *Secondary responsibilities*

- Works with the development team to create promotional items for visits to churches and special promotional items for planned events in the designated city.
- Sends noteworthy activities monthly to the development team to publish in the *Ebenezer Herald*.
- Organizes quarterly luncheons in conjunction with the Campus Host/Hostess by inviting the designated city pastors and ministry leaders to visit Schooley's Mountain campus for tours and a luncheon during which the RM Director may make a presentation.
- Assists the General Director with appointments on occasion with any city leaders showing interest in partnering with Liebenzell USA via the *Hudson Taylor Legacy Fund*.

#### *Tertiary responsibilities*

- Becomes well versed in the history, programs, and mission of Liebenzell Mission USA.
- Attends annual staff retreat to go over the annual vision, mission statement, and to participate actively in team brainstorming of fresh ideas for the ministry.
- Identifies opportunities and looks for scholarships to sponsor an impoverished church for a retreat, if applicable, and with help from the development team.

#### **Job Qualifications**

- Prefer college education, preferably in marketing, public relations, or sales. Will accept high school education if combined with years of promotional experience.
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.

- High organizational commitment and professionalism.
- Creative, innovative, and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Proficient in standard office technology – Word, Excel, PowerPoint, Outlook, Zoom, and accurate use of email and digital communications.
- Possess a valid driver's license and his/her own transportation.
- Able to use public transportation in the city as needed to economize.

### **Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to display materials, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from moderate to loud, depending on the city.