

Cho-Yeh Camp & Conference Center, Inc.



Job Title: Community Manager

Department: Recruiting

Reports To: Recruiting Director

Status: Full Time, Salaried, Exempt

Prepared Date: 09/25/2023

Summary:

Oversees summer staff community and creative elements for recruiting and retention of Camp Cho-Yeh Summer Staff. Helps maintain clear communication from Camp Cho-Yeh to leads and hired staff through Social Media, Text, and Emails. Works with Summer Camp Team and Recruiting Team to effectively communicate on summer positions available, events to work at camp, hiring and referral incentives, and campus event updates. Collaborates on events for current summer staff and possible summer staff candidates.

Essential Job Functions:

Summer Staff Care / Events

1. Ability to build strong connections with High School & College students
2. Oversee & develop Summer Staff onboarding (drip emails, group chats, social media content, arrival information)
3. Manage and execute Staff Care calendar
4. Work with Campus Recruiters to organize campus events
5. Create accurate and branded marketing materials for events

Social Media / Website

1. Keep an up-to-date calendar of all communication going out on Social Media and Website updates
2. Develop content strategy aligned with short-term and long-term recruiting targets & incentives
3. Create and publish engaging content on Camp Cho-Yeh Staff social media outlets

Recruiting

1. Part of interview and hiring team for Summer Staff
2. Follow up on digital leads (only on as needed basis)
3. Visit college campuses with Campus Manager

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A strong track record of delivering results through high performance teams coupled with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships with others.
- Excellent project management and communications skills with the ability to work across all functions and levels of an organization.

- Proven track record of success participating actively in progressive organizational change and development within a rapidly growing ministry.
- Strategic thinker who thrives in a fast paced environment and knows how to make wise decisions on the fly; creative problem-solver.
- Highly accountable and results-driven with the ability to set and use goals that guide action and objectively measure performance.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into its culture.
- Strong spiritual life and visible devotion to Christ.
- Demonstrated ability to cultivate healthy relationships, to maintain strong family ties, and to offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Ability to work/reside in the Camp Cho-Yeh's vicinity year round and occasionally travel for training or networking.

EDUCATION and/or EXPERIENCE

Bachelor's degree or *equivalent* from four-year college or technical school; and six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Ability to work within a shared and open office space. Limited availability to work remotely. At times expected to work off site when on work trips.