

## **Presbyterian Church Camp and Conference Association (PCCCA)**

**Position Description:** Executive Director (Half Time)

**Purpose:** PCCCA is seeking a person called to enable all those involved in camp and conference ministry to more fully respond to God's call for evangelism and witness, justice and compassion, spirituality and discipleship, and leadership and vocation in the Presbyterian Church (USA). This person will work with the committees of the PCCCA Board to accomplish the following tasks:

### **Essential Duties and Responsibilities:**

**Advocate** and **interpret** the benefits of camp and conference ministry

- Create and sustain methods of promoting the goals of the General Assembly
- Develop and distribute promotional materials
- Represent PCCCA at important Presbyterian gatherings
- Ensure PCCCA has an engaging, informative, and accurate website

**Develop** friends and funds to support camp and conference ministry

- Promote the development of an endowment
- Coordinate membership efforts
- Develop new income streams
- Provide stewardship resources, models, and training to encourage a spirit of generosity

**Enable** partnerships

- Foster ecumenical connections
- Create and sustain relationships with Presbyterian entities and their members, such as APCE and PRC
- Encourage sites to seek ACA accreditation

**Facilitate** the gathering and sharing of resources

**Equip** leaders

- Facilitate training opportunities
- Enable others to serve as mentors
- Interpret best practices in the field

**Nurture** the community of camp and conference ministry professionals

- Visit sites
- Provide a pastoral presence
- Enable connections among sites and staff

**Supervise** interns, volunteer staff, and other administrative functions

**Required Skills and Qualifications:** Demonstrate a commitment to serving Jesus Christ

**Education:**

- Bachelor's Degree with continuing education (advanced degree in related field preferable)
- Evidence of commitment to lifelong learning through continuing education, certifications, etc.

**Experience:**

- Demonstrated extensive experience in camp and conference ministry or in a similar administrative setting
- Membership in, knowledge of, and work in PC (USA).

**Attributes:**

- Technologically proficient
- Effective communication, organizational, and management skills
- Demonstrated fund development experience

**Responsible to:** PCCCA Board through its Personnel Committee. The Executive Director will determine his/her work priorities in consultation with the PCCCA Board.

**Compensation:** \$20,800.00 salary, up to \$5000.00 in expenses, and up to \$5000.00 for travel