



Group Services Coordinator Job Description

Youth Dynamics Adventures Oregon

Youth Dynamics Mission Statement:

To invite and challenge youth to a lifelong adventure with Christ and His church.

Position Overview

Develop, oversee, and supervise all aspects of Youth Dynamics Adventures – Oregon Group Services to fulfill the Youth Dynamics mission.

Reports to: Business Manager

Primary Responsibilities

1. **Group Interaction:**
 - a. Oversees phones and phone presence, initiates ongoing connections with groups.
 - b. Develop and maintain relationships with groups we work with.
 - c. Evaluate, strategize and implement systems and practices that continually enhance our service to and care for the groups we work with.
 - d. Maintain a high level of professionalism in Group Services.
2. **Booking:** Assists booking agents in the contracting of trips and maintains a booking system, following bookings from inquiry through until the trip file is closed.
3. **Follow up:** Initiates the appropriate ongoing interaction with the groups we work with, after trips, to ensure students are cared for, encouraged and connected. Gathers information from groups and students to help us to understand how we can better serve them.
4. Other responsibilities as assigned.

Required Skills:

1. **Fund Raising:** Is able to raise and maintain personal support at 100% or better.
2. **Time Management:** Is able to plan and organize own use of time, meets deadlines
3. **Administration:** Able to use office computer applications and maintain systems. High level of professionalism. Attention to detail.
4. **Relational:** Able to maintain healthy relationships with co-workers and constituents.
5. **Logistics:** Able to keep on schedule with mailings, calls and production schedules. Working knowledge of design software and phone systems.
6. **Communication:** Present written and verbal thoughts and ideas clearly and effectively
7. **Supervision:** Able to care for, encourage and manage direct reports in fulfilling responsibilities

Competencies and Qualifications:

1. Active and growing relationship with Christ.
2. Experience in Ministry Relations and Group/Customer Services.
3. A passion for reaching teens in the Northwest.

4. Experience developing promotional materials and maintaining professional telephone presence
5. Experience with project management
6. Attention to detail
7. Teachable spirit

Job Type: Full-time

Compensation - The Support Raising Journey:

Youth Dynamics partners with Support Raising Solutions (www.supportraisingsolutions.org) to offer the best and most updated training on raising personal support. You will be provided with a personal support raising coach as well as all of the necessary training to successfully:

- Raise 100% of salary, benefits, and necessary ministry expenses to meet your financial goals.
- Best-in-class training to maintain financial vitality and great donor care.
- Communicate ministry updates and progress to donor partners.

To Apply:

Please send in your resume and with a cover letter summarizing your qualifications, what you bring to this position, why you want to work for Youth Dynamics and fill out an application found on our website: yd.org. Reply by email to hr@yd.org.

Open Until Filled