



*Opening Windows  
to God*

**Position:** DiscoveryBound Special Events and Communications Manager  
**FLSA Status:** 100% Time, Non-Exempt  
**Reports To:** DB Outreach & Compass Director  
**Department:** DiscoveryBound Outreach & Compass  
**Location:** Greenwood Village, Colorado Office

**General Description:** The DiscoveryBound (DB) Special Events and Communication Manager coordinates all details for the annual Outreach program, including program content, logistical details, and communication around the event. She/he actively supports several areas of DB's NLC All Class Retreat. She/he also supports DB through chapters, DB Ambassadors and camp visit presentations. She/he provides staff support and collaborates with Outreach, NLC and Compass Managers. She/he also provides professional staff support and assistance to help maintain active, effective contact with constituents and interested individuals in DB programs. This position is accountable to the DiscoveryBound Outreach Director. Direct responsibilities include build out and support of event registration/bookkeeping, database interfacing, inter-departmental support and communications. Must have the ability to perform travel up to 10% of the year. This is a full-time paid position with benefits, out of our Greenwood Village office near Denver, Colorado. This position begins with a three-month probation period.

### **Characteristic/Essential Duties and Functions:**

#### **Event Planning**

- Develop, plan, implement, and direct all components of annual programming
- Support buildout of web-based registration form for events
- Coordinate communication between staff, volunteers, chaperones, and facilitators
- Responsible for communications to event participants
- Ensure successful upward communication to DB Directors, E.D. and Trustees (as appropriate)
- Evaluate programs, compile feedback, and submit written follow-up reports

#### **Enrollment**

- Process enrollment, payments, financial aid, maintain income control spreadsheet and travel for DB programs, and handle follow-up correspondence with participants
- Correspond with and support Outreach and Compass Managers with the registration of events
- Handle all accounts receivable/financial transactions related to all DB enrollments
- Interact with parents, teens, and volunteers in the Field
- Create and send periodic mass emails to DB volunteers to increase enrollment
- Coordinate transportation for annual programs and coordinate airport travel days
- Support online registration data to Raiser's Edge (NXT)

#### **Communications**

- Aid in content maintenance of the DiscoveryBound website for content, resources, links, etc.
- Reply to general field interest correspondence
- Provide, collect and organize fruitage for Development and Trustee reports
- Aid in the content development of new brochures, videos, posters, and flyers, as needed

## **Special Projects and Inter-Departmental Support**

- Daily metaphysically support all of DiscoveryBound and A/U activities
- Provide resource materials for field volunteers and staff, and miscellaneous items, as needed
- Support the NLC, Compass and all event programs, as needed
- Supports purpose of DiscoveryBound developing activities with a spiritual focus

## **Administrative Tasks**

- Coordinate travel for HQ-run events, and support follow-up correspondence with participants and volunteers
- Work closely with the DB Staff in the development and strategic planning of field activities
- Track and maintain chapter event reports
- Submit expense reports, credit card reports, calendars to the DiscoveryBound Outreach Director in an accurate and timely manner

## **Alumni Relations (may include)**

- Assist in the general planning and implementation of initiatives to cultivate, maintain and strengthen alumni ties
- Develop new strategies and initiatives to engage alumni
- Act as liaison to the National Alumni Board (NAB), including coordinating logistics for, and attending, its monthly video meetings and annual in-person meeting
- Support the publication of alumni communications and assist with alumni fundraising efforts, reunions and local and regional alumni initiatives
- Develop value-added services to benefit alumni as well as activities that promote the organization

## **Education/Experience**

- One to two years' experience of event planning desired
- The ability to work cooperatively with different types of individuals
- College degree preferred
- Proficient on the computer; Microsoft Office, Word, Excel, Publisher; Google Drive, etc.)
- Public relations, marketing and project management skills are also important
- The ability to communicate with, supervise and empower volunteers to be effective in their roles – experience with volunteers is preferred

## **Skills and Specifications**

- Devoted to the study and application of Christian Science
- Member of The Mother Church and/or active Christian Science branch church member
- Demonstrate successful experience in working with young people, and a deep love for the Christian Science community
- Contributes to an environment where volunteers, staff, and all ages are loved and valued
- Live according to the standards of Christian Science and standards, outlined in Employee Handbook
- Committed to CS DB experiences and inclusion of all faiths
- Relate well to people of all ages, backgrounds, and nationalities; enjoys working with volunteers
- Works well under pressure and a team player
- Excellent communication skills, both written and verbal with strong public speaking skills
- Excellent management, organization and negotiation skills
- Should be passionate about event planning

- Deadline oriented with good attention to detail
- Ability to travel and attend Adventure Unlimited activities/meetings on evenings and weekends
- Possess a strong work ethic
- Dynamic, self-starter who is personable and creative

**Benefits:** This is a full-time, non-exempt, benefits eligible position with a hiring range \$19.62-\$24.52 per hour. As detailed in the employee handbook, this position is benefits eligible including, dental, vision, health with an employer matching retirement package and accrued vacation and personal days.

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

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.