



MINISTRY POSITION DESCRIPTION

POSITION TITLE **Church Representative (Regional)**

ORGANIZATION OVERVIEW

YouthWorks is a ministry of Real Resources, Inc., a nonprofit Christian faith based organization that's core purpose is to serve churches by providing Christ centered resources and experiences for ministry. YouthWorks exists to connect teenagers to God, each other and communities through life-changing, Christ-centered mission trips.

TEAM OVERVIEW

The Church Representative is a member of a Region Team and is responsible for initiating, maintaining and growing partnerships in communities and with churches.

POSITION OVERVIEW

The Church Representative strives to ensure church relations and sales objectives are met for YouthWorks mission trips. The Church Representative works to assist churches in an efficient, courteous and professional manner that maintains a high standard of service and care.

DUTIES AND RESPONSIBILITIES

A. Build, Develop and Manage Church Relationships

- Participate in meeting regional church relations/sales objectives
- Generate sales and prospects by following up on inquiries, marketing initiatives and other sales efforts
- Establish interest, assess opportunity, and successfully engage new churches
- Communicate YouthWorks mission, vision and values in and through sales and service with all churches, staff and other partners
- Provide quality customer service to ensure a positive experience with YouthWorks throughout the registration and planning of their trip
- Serve as an advocate for churches participating or desiring to participate in YouthWorks trips
- Participate with region team in planning and conducting church visits as needed
- Represent YW at conventions, conferences and ministry events as assigned

B. Manage specific aspects of the registration and trip planning process for churches

- Assist churches in determining the appropriate mission trip experience
- Respond to incoming calls, emails and Live Chats in order to answer questions and communicate changes as needed
- Support churches through the registration process including changing of participant numbers and managing wait list
- Provide summer on call support for churches

C. Regional Community Knowledge

- Develop and maintain a thorough knowledge of communities within a region of YouthWorks sites
- Attend regional summer training events
- Visit communities during the summer season with region team
- Support region team in other regional efforts as needed in order to advance the overall mission, vision and goals of YouthWorks

D. Additional Tasks

- Additional tasks which support the overall ministry of YouthWorks may be assigned



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POSITION 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.

- Active and growing relationship with Jesus Christ and comfortable sharing personal faith story and expressing of faith as part of regular job duties and responsibilities
- Commitment to the Core Purpose & Values of YouthWorks and our parent organizational Real Resources
- Self starter, strong work ethic, drive and ability to work independently
- Strong phone and presentation skills
- Enthusiastic with an ability to exude positivity and immediate trust
- Ability to prioritize multiple responsibilities and deadlines
- Comfortable working in a fast paced, ever-changing environment
- Strong organization, detail-orientation, and multi-tasking skills
- Working knowledge of Microsoft Office (Outlook, Excel, Word), CRM experience a plus
- College degree and/or equivalent work experience preferred
- 2 years in sales environment with proven success in providing exceptional customer care, developing leads, and closing sales
- Willingness to learn quickly and contribute to the overall success of the region team and overall YouthWorks ministry

REPORTING: The Church Representative reports to the Regional Director of the region they are assigned

TRAVEL: Moderate travel varies during the year, and includes out of state travel as needed to attend conferences, ministry events, staff gatherings and staff training.

HOURS: This position is full-time, year-round and will require evening and weekend hours as operational needs necessitate, especially while traveling and during the summer.

COMPENSATION AND BENEFITS: Pay commensurate with YouthWorks established guidelines, eligible for benefits after waiting period as defined in Employee Handbook.

CONTACT: Please submit resume, cover letter and inquiries to the Human Resources team, by e-mail to hr@youthworks.com