

CHRISTIAN CHURCH CONFERENCE CENTER  
dba/ The Retreat at Silver Springs  
Christian Church (Disciples of Christ) in Florida

I. TITLE: Assistant to the Director for Marketing and Guest Relations

II. INTRODUCTION: This position shall be responsible for the marketing and guest relations of The Retreat at Silver Springs

III. QUALIFICATIONS

An Associate's degree or higher with training, skills, and experience in hospitality, guest relations and marketing

IV. MAJOR DUTIES AND RESPONSIBILITIES:

A. General: The Assistant to the Director shall:

1. Be accountable to the Director of The Retreat and The Retreat Facilities Commission
2. Oversee marketing campaigns including, but not limited to social media accounts, advertising, and the website
3. Understand the general policies and procedures of the Christian Church (DOC) in Florida and The Retreat at Silver Springs in order to communicate effectively with the public.
4. Adhere to the policies of the FDRC Personnel policies & procedures
5. Receive and assist guests in cooperation with the Director and Guest Host

B. Schedule Events: The Assistant to the Director, in cooperation with the Director and Guest Host will:

1. Conduct tours of the facilities.
2. Handle registration of The Retreat events
3. Work with FDRC Admin to handle registrations for FDRC events
4. Work with outside groups to prepare for their events, including contracts required, meal planning, lodging and other facility needs
5. Ensure guests are greeted upon arrival
6. Be available to answer questions and fulfill facility requirements of guests
7. Manage the calendar of events
8. Prepare Invoice and Receive payment for outside events
9. Answer The Retreat phone and email
10. Greet vendors and workers when necessary
11. Receive and distribute incoming and outgoing mail

C. The Retreat Usage: The Assistant to the Director shall:

1. Market The Retreat to outside groups in an effort to schedule as many events, groups, and activities as possible.
2. Participate in organizations and publications as appropriate in order to promote The Retreat
3. Manage TRASS website and social media accounts to promote The Retreat, its events, and give information about the facilities and its availability.
6. Keep the website up-to-date

D. Time Required: 30 hours/week

Schedule is flexible based on events, calendar and summer camp season