



**Reformed Youth Ministries
Director of Conferences
Job Description**

Location:	Remote
Travel:	Periodic (Staff Retreats; Training Conferences; Board Meeting); Seasonally High (Summer Conferences)
Employee Class:	Full-time, Director Level
About RYM:	RYM's mission is to serve Churches in their efforts to Reach and Equip Youth for Christ. We execute this mission through offering summer youth conferences across the country, focused training for youth leaders, volunteers, pastors and parents, and resources tailored to serving the needs of those raising and ministering to youth.
Role Overview:	This role serves as the lead event planner and logistical coordinator responsible for end-to-end execution, contract staffing, venue relations, and participant experience for Reformed Youth Ministries' (RYM) national youth and training conferences.
Supervisor(s):	Executive Director
Reports:	None

Key Responsibilities

SUMMER YOUTH CONFERENCES

- Prepare fall registration for 6,000+ attendees from 200+ unique churches across 9 conferences at 6 locations across the US (incl. Database management).
 - Run registration on-site through the summer at conferences
- Primary RYM interface with the different facility management teams on logistics, space, meal planning, and all other details
- Coordinate hiring of Summer Intern Team (incl. Application, interviews, contracts, safety handbook and child abuse training)
 - Develop a summer-long leadership structure for the RYM Summer Internship Program, utilizing RYM Full-Time Staff and Returning Interns
- Coordinate hiring of all contract labor (musicians, AV, nurse/medics, lifeguards, preachers, elective teachers, recreation, security, etc.)
- Build programming and staff/intern schedules at each conference
- Build and maintain pre- and live-conference playbooks for staff and interns
- Travel planning for all contract labor
- Coordinate the selection of and purchasing of books and merchandise items for summer conference tables
- Information gathering for attendee communications and RYM App build-out for each conference, in conjunction with the Marketing and Communications Coordinator



YOUTH LEADER TRAINING (YLT) CONFERENCE

- Prepare registration for ~250 youth leaders for mid-August registration opening
 - Run check-in on-site at January conference
- Primary RYM interface with venue on logistics, space, meal planning, and all other details
- Work with Director of Training on speaker scheduling and conference execution
- Coordinate hiring of and, when applicable, travel needs for all contract labor (musicians, AV, preacher, seminar speakers, caterer). Director of Training will supply preacher/seminar speaker names.
- Information gathering for attendee communications and RYM App build-out for YLT conference, in conjunction with the Marketing and Communications Coordinator

RYM LOCAL CONFERENCES

- When requested by churches, work with them in the full-scale planning and execution of an RYM Local training event at their church. This will include:
 - Contracting with subject matter experts to speak at event (if not utilizing RYM staff)
 - Coordinating all staff and contract labor travel
 - All other logistical and planning pieces

SUMMER AND TRAINING CONFERENCE EXPANSION

- Identify and explore new venues across the country and work with Executive Director to facilitate expansion of Summer Conferences and/or possible relocation of Training Conference

FUNDRAISING

- As a not-for-profit ministry, RYM Staff are all responsible for participating in RYM's overall fundraising efforts. Before applying, you should be comfortable with the idea of ministry fundraising and come ready to discuss, should you be granted an interview.

Ministry & Culture Fit

- Active personal faith and alignment with RYM's statement of faith, mission, and core values:
 - Relationships
 - Youth Ministry's Strategic Importance
 - Biblical Truth
 - Hospitality
 - Fun
- RYM exists to serve churches (and by extension, individuals in those churches) through all that we do, specifically in the youth ministry space. Must be committed to the belief that the Church is God's "plan A" for reaching, redeeming, and restoring the world for Christ.
- A servant's heart with a passion for serving others in this kingdom work.
- Adaptability and willingness to meet needs as part of a small, dynamic team.



Required Personal Qualities & Skills

- Intrinsically motivated - Doesn't wait around for work to be put in front of them. Always looking for ways to improve/grow/expand the ministry and our serving churches - both qualitatively and quantitatively.
- Sees challenge as opportunity - Someone for whom obstacles are temporary. Always looking for creative and ingenious ways to overcome difficulties and pursue solutions.
- Extremely high administrative, logistic, and organizational capacities - Sees both the forest and the trees and as such is willing to operate at a high level in the details so that big picture execution happens. Must be able to multitask without getting overwhelmed.
- Commitment to Unreasonable Hospitality - RYM welcomes and hosts hundreds of churches, with thousands of participants to our conferences and events throughout the year (with the highest concentration being in the summer through our youth conferences). We see the churches we host not just (or even primarily) as customers or even guests, but as those whom we have the opportunity to serve. Details matter. Hospitality communicates care, dignity, and love.
- High interpersonal skills - Doesn't *have* to be the person 'in front of the room' but must be able to interface with participants and constituents (youth leaders, pastors, church administrative staff, etc.) from a knowledgeable, warm and winsome posture. Comfort with speaking in front of small-midsize groups of people is an additional benefit to RYM.

Compensation and Benefits

Compensation

- \$95,000-\$125,000/yr determined by qualifications and experience, paid twice monthly

Benefits

- Medical/Dental/Vision Insurance
- Paid Vacation
- 403b Retirement Contribution
- Counseling Benefit
- Performance-related bonus eligibility beginning with 2nd year of employment (2027)