JOB TITLE: Alpha Youth – Associate Director

DEPARTMENT: Youth

SUPERVISOR: Jordan Biere

LOCATION: Remote

POSITION TYPE: Full Time

WORK HOURS: 40+ hours/week

PURPOSE OF JOB: Provide support to Alpha Youth efforts through planning, managing and executing experiences/events (virtual and in-person) in locations across the country and in London, UK, to help envision ‘exploring’ church leaders. Additionally, provide support in Alpha Youth’s efforts to help existing churches in relationship with Alpha USA to continue running Alpha and grow toward intentional partnership.

RESPONSIBILITIES (INCLUDED BUT NOT LIMITED TO):

- Organize and execute events in US and UK. May require travel to events where on-the-ground support is needed. Not every event will require travel and/or onsite local support.
- Work closely with internal departments advocating for project interests and to recruit high level, influential guests to church Relationships events.
- Serve as main point of contact for any/all potential event guests.
- Create, update, maintain and troubleshoot guest registration systems/processes and event(s) webpage(s) according to best practices.
- Interact and liaise with vendors (caterers, restaurants, hotels, airlines, etc.) to provide options and finalize logistics for events.
- Provide ‘post-event’ follow up to include next steps for guests, hand-off to appropriate relationship manager, input information into Sales Force (CRM).
- Maintain and update records on Relationships and movement of Alpha Youth churches through meetings and events to enable proper data analysis in order to achieve set goals.
- Actively monitor and report on events’ status to key decision makers to meet targets.
- Promote consistency of strategy for helping churches to engage with Alpha Youth.
- Ensure that regional Alpha staff teams have the tools and resources needed for training and developing churches running Alpha Youth.
- Actively track and act on the number of Actively Engaged Churches, the number of churches trained in the Best Practices, and the number of churches running Alpha Youth at Best Practice.

ROLE DIMENSIONS

Budget Management: N/A
People Management: N/A
Key Relationships – Internal: Strategic Church Team, Ministry Team, Shared Ministry Services
Key Relationships – External: Church Leaders, Youth Ministry Organizations
ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- Previous events and/or project management experience
- Strong organizational skills
- Independent, self-starter with the ability to prioritize workload
- Strong computer skills and is proficient with technology including social media
- Strong written and verbal communication skills
- Excellent attention to detail
- Implementer – someone who can dig in and get work done – to help move churches through Alpha’s engagement framework
- Understands the need for strong working strategy for:
  - Church Engagement
  - Retention
  - Training
  - Resourcing and support

EDUCATION

- Bachelor’s Degree
- Alpha experience is preferred
- Youth Ministry experience is preferred

DESIRABLE CHARACTERISTICS

- Embodies Alpha DNA (prayer, invitation, hospitality, etc.)
- Adheres to Alpha Staff Operating Values
- Innovative and collaborative mindset
- Available, teachable, and a deep passion for Jesus and seeing youth discover and develop a relationship with him

KEY RESULTS

- Meet annual goals established for Alpha Youth (Explore, Experience, and Extend categories)
- Additional framework to measure year over year progress