



Job title *Promotions Team Leader*

Reports to *Divisional Leader, Operations*

Job purpose

The purpose of this position is to develop and lead the Promotions Team for U.S Headquarters, CLUB1040. The Promotions Team is responsible for all Itinerating of CLUB1040.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Recruit and develop Promotions Dream Team members
- Manage and Maintain all Lobby Table Items
- Oversee the training of Dream Team members in church itinerating procedures
- Coordinate itinerating schedule with Donor Development Team
- Assist in the preparation of regularly scheduled reports
- Provide general support to Mission Outreach Divisional Leader

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Office Administration
- Proficient in MS Office, File Maker Pro
- Experienced in project and multiple task management

Working conditions

Office and computer work / Incoming and Outgoing phone calls / Mail processing.
Some Travel.

Physical requirements

Sitting at a computer for extended periods of time, receiving deliveries – sometimes boxes of printed material weighing in excess of 25 lbs.

Direct reports

Coordinate and direct the efforts of Promotions Dream Team.

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*