

THE AFRICAN METHODIST EPISCOPAL ZION CHURCH
GENERAL OFFICER JOB DESCRIPTION
Director of Public Affairs and Convention Management

Position Title:

Director of Public Affairs and Convention Management

Classification:

Exempt

Salary Range:

Determined by Connectional Budget Department's predefined range.

Reports to:

Board of Communications

General Description:

Summary/Objective **(Replace with yours)**

The Director of Public Affairs and Convention Management shall have charge of and shall be the Convention Manager of Connectional meetings. Shall to assist the General Departments and Annual Conferences in planning and executing their annual or quadrennial meetings. Shall provide communication for the Denomination as the Director of Public Affairs. Oversight shall be under the Board of Communications.

Essential Functions (Add or subtract as needed):

1. The manager is to be a resourceful person with the responsibility of gathering and maintaining all pertinent facts and statistics which can be utilized in contract negotiations with localities.
2. The Convention Manager shall act as the liaison between the Site Committee and the various convention sites being considered by the committee.
3. The manager will provide a detailed analysis of all proposals and present them to the site committee.
4. The manager will visit each site under consideration with the committee.
5. Upon final selection of the Convention Site, the Convention Manager will coordinate all the operations during the convention.
6. The manager is to be the Executive Secretary of the General Conference Commission, and shall function in the same capacity as stated in the aforementioned paragraphs.
7. However, the manager shall not have a vote in the final determination of the site. The current membership in the General Conference Commission does not change. The Convention Manager becomes an ex-officio member.

Qualifications and Competencies: The General Conference shall elect a Director of Public Affairs and Convention Management who shall be **(Add or subtract as needed):**

1. A member of The A.M.E. Zion Church, in good standing.
2. Candidate shall have a minimum of 10 years' experience in the convention and management field, preferably in a non-profit, or mission-oriented organization with a budget of at least \$2 million such as business, non-profit, or mission directed company.

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3. They shall hold at least a bachelor's degree in a field of tourism/convention management.
4. Competent in Database Management.
5. Proven communication skills.