



**Associate Coordinator and Young Baptist Event Specialist**  
**Job Description**  
**The Alabama Cooperative Baptist Fellowship**  
*Revised September 2023*

The Associate Coordinator and Young Baptist Event Specialist will work alongside the Coordinator of Alabama CBF and Coordinating Council in a team approach to fulfill the overall mission of Alabama CBF to support young baptists, cultivate healthy congregations and encourage mission engagement. This position is the result of a partnership with CBF Global to provide leadership to CBF's Young Baptist Events, as such, the Associate Coordinator in their capacity as Young Baptist Event Specialist will provide primary coordination of these efforts in collaboration with CBF Global personnel and other leadership from State and Regional Organizations.

This position is considered full time and will require 37.5 hours per week. The candidate must be willing to reside in the state of Alabama. In order to accomplish the objectives of his position, travel is required. The frequency and amount of travel varies but on average 5 to 10 days a month can be expected.

Areas of Responsibility:

The work of the Associate Coordinator will touch on every aspect of the mission and ministry of Alabama CBF. Many specific duties and areas of direct responsibility are listed below. Additional duties and responsibilities may be assigned as needed.

Young Baptists (50% of effort and time)

- Coordinate Young Baptist Events historically led by/planned by states and regions, such as, Winter Youth Summit and Young Adult Summit.
- Participate as a member of CBF's Young Baptist Collaborative Team
- Lead collaborative planning of Selah Vie and Young Baptist Events at General Assembly (Seminarian Orientation, College/Young Adult Sessions and Young Baptist Outing).
- Serve as primarily liaison to Children's Ministry Network, Youth Ministry Network and represent CBF on the Oasis planning committee.

Healthy Congregations (25% of effort and time)

- Assist Coordinator in development and implementation of networking and continuing education opportunities for Alabama CBF ministers. .
- Cultivate relationships with Alabama CBF congregations and their ministers.

Mission Engagement (25% of effort and time)

- Work with Alabama CBF mission partners, such as, Together for Hope and Sowing Seeds of Hope to provide opportunities for mission engagement for congregations.
- Provide leadership for Alabama CBF mission events, such as, Seed Camp and Building Hope Weekend.

Desired Qualities:

- Knowledge of and interest in the work of Alabama CBF and CBF Global.
- Demonstrated capacity for event planning and management
- Passion for connecting young adults to the work of CBF and the church
- Experience serving on a church staff or similar nonprofit setting
- Skills as a networker and cultivator of relationships
- Comfortable in public settings and capable communicator
- Loves the work of the church and cares for congregational ministers
- Works well in collaborative team settings
- Enjoys travel and is able to visit various mission and ministry locales
- College degree with a masters degree being preferred

Other Position Information:

- Health care and retirement benefits are included
- This position comes with 3 weeks of paid vacation
- Eligibility for 3 months of sabbatical leave is available after 5 years of service
- The Associate Coordinator will have access to an expense account for work related travel and continuing education