



Join Our Team: Program Communications Coordinator

We're seeking a Program Communications Coordinator to join our team. As the Program Communications Coordinator, you'll work as a member of our Programs team to create and execute a comprehensive communications plan and manage administrative tasks that support the success of our programs.

 **Job Title:** Program Communications Coordinator

 **Start Date:** January 2025

 **Pay:** \$23-\$26 per hour

 **Location:** Zephyr Point (Lake Tahoe, NV)

About Zephyr Point Programs:

At Zephyr Point, we believe in the transformative power of our programs to inspire, educate, and empower participants of all ages. Our offerings include youth camps, adult conferences and retreats, and recreational activities designed to ignite curiosity and nurture creativity. Through engaging activities, hands-on learning, and outdoor adventures, we aim to create lasting memories and foster personal growth.

Primary Responsibilities:

- Develop and execute a comprehensive communications plan for all program offerings to increase registrations for Zephyr Point's youth camps, adult conferences, retreats, and recreational activities.
- Serve as the primary administrator for the program department during summer months, handling tasks such as answering phones, configuring registration software, and updating websites.
- Network with local non-profits, PC(USA) entities, and other partners to develop partnership opportunities and expand reach.
- Manage all registration communications, including updating web pages and distributing required arrival information.
- Provide operational support for all Zephyr Point programs while in session.

Zephyr Point Presbyterian Conference Center offers a competitive benefits package, including medical, dental, and vision coverage, paid time off, and paid holidays.

Zephyr Point is an equal opportunity employer and welcomes applicants from diverse backgrounds. We look forward to welcoming you to our community!

Ready to Apply?

To apply, please submit your [Zephyr Point Employment Application](#), Cover Letter, and Resume by [uploading to our application form](#). Questions can be directed to programs@zephyrpoint.org. Applications will be reviewed beginning December 30th.

