



Youth Ministry Associate/Administrative Assistant

This position is full time with benefits. The days for this position are Sunday through Thursday including service times with events requiring flexibility.

About the Role:

This position provides ministerial support and administrative assistance to the youth ministry and its leadership.

This position will as an admin:

- Assist Youth Ministry Pastor including but not limited to calendar management, pastoral duties, service support, etc.
- Provide administrative support for Sunday high school and Wednesday youth services, events, and other functions.
- Set-up, tear-down and maintain supplies for Sunday high school and Wednesday youth services.
- Provide office management for the youth department: scheduling team and event meetings, maintaining office cleanliness and order, communicating on behalf of the department. Managing purchases, finances and the youth budget.
- Provide effective social media strategies and management for the youth ministry.
- Assist with planning and executing youth events and trips. This includes being present for the entirety of these events and helping them run smoothly.

This position will as a ministry associate:

- Provide ministerial support for Sunday high school and Wednesday youth services, events and other youth functions. This includes emcee-ing services, occasional teaching, having one-on-one ministry time with students or leaders, and leading large groups of people.
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- Regularly meet with students (in groups or one-on-one) to build relationships, disciple and minister to them.
- Have a supporting role in some youth ministry initiatives and projects including but not limited to: bible studies, school visits, student leadership programs, etc

What you bring:

A:Qualifications

- Basic knowledge of Google Apps and Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.

B: Characteristics

- Must exhibit a personal and growing relationship with God, and a teachable spirit. Must be committed to continual learning and growth. Must agree and align with the mission, vision, leadership of Res Llife Church.
- Weekly service attendance is required.
- They will work collaboratively to offer their knowledge and skills as they relate to the project.

Physical Requirements:

- May be required to stand for long periods of time.
- Must be prepared to lift 50 lbs.
- This position must provide a valid driver's license, provide proof of insurance upon request, have reliable transportation and meet the RLC driving requirements.

The above duties, activities, or responsibilities may be supplemented periodically.