



## Youth Event Assistant

This role is full-time with 36 to 40 hours per week, including special events for Wednesday evening services. Occasionally, other service times and events will require flexibility.

### About this role:

This position is responsible for assisting with events, camps, and trips to ensure smooth operations and a positive experience for all participants, staff, and volunteers. This role reports to the NG Event Director.

### What you will do:

- Maintain calendars, meetings, and key deadlines.
- Organize events to ensure effective planning, coordination, and execution.
- Lead event setup and provide on-site event management on the day of the event.
- Organize, order, and track event supplies to ensure timely availability.
- Recruit, coordinate, and assign volunteers for events to ensure adequate coverage and engagement.
- Facilitate event registrations and related communications.
- Provide administrative and operational support to the Next Gen Events Director.
- Assist in the planning and execution of the First Wednesday special events.

### What you bring:

#### Qualifications:

- Minimum of two years of experience in organizing events.
- Strong administrative skills with excellent time management and communication abilities.
- Proficient in Google Drive, Google Workspace, and calendar management systems.

- Demonstrated ability to anticipate challenges and implement effective problem-solving strategies.
- Strong leadership and team collaboration skills; able to lead or support as needed.
- Dependable, detail-oriented, and capable of following instructions independently.
- Self-motivated and able to work effectively both independently and within a team environment.
- Experience working with both adults and children in ministry and volunteer settings.
- Ability to remain calm and organized under pressure.
- Skilled at managing multiple projects simultaneously with strong attention to detail.
- Experience coordinating volunteers and leading teams with clarity and encouragement.
- Competence in budget management and resource allocation.

**Characteristics:**

- Highly organized and detail-oriented, able to manage multiple projects and deadlines
- Strong leadership and teamwork skills; able to lead or support as needed
- Excellent written and verbal communication for coordinating teams and volunteers
- Effective problem-solver who anticipates challenges and implements solutions
- Adaptable and calm under pressure in fast-paced environments
- Passion to see the lives of young people impacted by Christ through events.
- A personal and growing relationship with God and a teachable spirit
- Dedication to continual learning and growth
- Alignment with the mission, vision, and leadership of Res Life Church
- We expect that this role will attend one Sunday morning service weekly in person to become or remain familiar with our culture, beliefs, and structure, and more effectively fulfill this role.
- We request this role to actively volunteer for a Res Life ministry outside their work role and schedule to support our goal of winning souls and making disciples.

**Physical Requirements:** You may be required to stand for long periods. Must be able to lift up to 50 lbs. and traverse the campus as needed. This position requires a valid driver's license, proof of insurance, reliable transportation, and compliance with RLC driving requirements.

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