



Youth Ministry Associate/Administrative Assistant MS

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

About this role:

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

This position will:

- Assist the Middle School Youth Pastor. Including but not limited to calendar management, pastoral duties, service support, etc.
- Provide administrative support for Sunday middle school and Wednesday youth services, events, and the Youth Department in general.
- Set up, tear down, and maintain supplies for Sunday middle school and Wednesday youth services.
- Provide ministerial support for Sunday middle 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.
- 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

- Sunday Night PM Community Night
 - Assist in running and overseeing Middle School Sunday Night Community Nights on a weekly basis.
 - Perform any room set-up and tear down and help in organizing games, teachings, and any other activities.

- Assist with planning and executing youth events and trips. This includes being present for the entirety of these events and helping them run smoothly.

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.
- A long-standing attendee of Reslife Church is desired not required
- Public speaking or classroom leadership experience is desired not required

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, and leadership of Res Life Church.
- Weekly service attendance is required.

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, proof of insurance upon request, reliable transportation, and meet the RLC driving requirements.

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