



## Administrative Assistant for Youth Ministry Position Opening

**POSITION DETAILS:** Part Time (10 hours); flexible hours, can work remotely

**POSITION REPORTS TO:** Director of Youth Ministry

**PAY:** \$22/hr (minimum)

**TO APPLY:** Please email resume and cover letter to [youth@svpc.us](mailto:youth@svpc.us).

**PURPOSE OF POSITION |** Provide consistent and reliable communications support and volunteer management for Youth Ministry team members, both staff and volunteer, so that SVPC can nurture faithful and healthy youth (grades 6-12) community members.

**PRIMARY RESPONSIBILITIES |** Organize communications and volunteer management details of Youth Ministry through the following tasks:

- Oversee all communications to youth, to parents, and to congregation, in coordination with Youth Ministry staff
- Gather, edit, and format content for:
  - weekly bulletin announcements
  - weekly Constant Contact emails to parents
  - weekly adult advisor Wednesday programming emails
  - regular (weekly or more) posts to youth social media accounts
  - regular (weekly or more) text messages to youth lists
  - regular (sometimes weekly, sometimes seasonal) updates to youth page on church website
  - monthly church newsletter
  - periodically format/send birthday cards to youth group members
- Cultivate, edit, and oversee Youth Ministry calendar network, which includes: youth programming Google Calendars, Church Master Calendar on database, (printed) Church-wide Wall Calendar, Youth Ministry staff member work calendars
- Submit room requests and room set-up to larger church database for all youth events (typically done all at once, at beginning of program year)
- Financial tasks: process and track check requests, organize expenses in digital files and track budget reports
- Report on song usage for copyright compliance
- Assist in volunteer management by:
  - keeping track of Safe Church records for youth ministry volunteers
  - Keeping track of DMV drivers record reports
  - assisting in communications for advisor calls (typically early in program year) and scheduling advisor meetings with Youth Ministry team members
- Support coordination of logistics for external events and retreats: help prepare registration forms, keep track of registration and payments, book events/retreats, etc.
- Organize documentation: for events and programs, and help to create formalized processes for regular ministry activities

- Maintain contact information for students and parents, in collaboration with Contributions & Membership Specialist

## **QUALIFICATIONS**

- Highly organized and self-motivated individual who can stay within required deadlines
- Can communicate efficiently, compassionately, and swiftly over email
- Excellent grasp (or quick learning) of online editing products such as Google Drive, Excel, Constant Contact, Blit
- Mastery of social media
- Task- and detail-oriented; can identify opportunities for improvement

## **EXPECTATIONS**

- Work 10 hours per week (recorded on timecard)
  - Hours are extremely flexible, with the knowledge that applicants must be available to meet communications deadlines (often on Monday mornings)
  - This job can be done entirely remotely. Attendance (either in person or remotely through video call) is required at our 10:30a-12p (PST) Youth Team Weekly Check-in Meeting.
- Willingness to hold confidential certain sensitive information related to pastoral care of youth and their families
- Meet clear, open, honest, and kind communication standards
- Be comfortable in a fast-paced and progressive environment
- When speaking about God for youth communications, agree to the following community norms for working within SVPC Youth Ministry:

*We seek to always make God bigger, our theology deeper, and our love for the world wider.*

*We agree to use expansive language about God.*

*We agree to see each child in the programming as a child of God.*

*We agree to model adulthood authentically. We consent to learn in public and be honest about our doubts. We don't have all of the answers and we know faith is often messy and ambiguous.*

*Use a restorative (not punitive) justice model when it comes to discipline: we repair where harm has been done and heal together as a community.*

*We agree to honor difference and mystery in our theology.*

*We reject all forms of language about people that is ageist, racist, sexist, and othering.*