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CROSSROADS CHURCH

**JOB DESCRIPTION** | YOUNG ADULTS MINISTRY ASSISTANT

**POSITION:** Young Adult Ministry Assistant (Part-Time)

**REPORTS TO:** Young Adult Pastor

**POSITION SUMMARY:**

The Young Adult Ministry Assistant role exists to aid in the ministry's growth by supporting the Young Adult Pastor in organization, administration, event planning, and communication for the Young Adults Ministry.

**RESPONSIBILITIES:**

Organization and Administration:

* Manage and frequently update the Young Adult Ministry group on the CCB database.
* Collaborate with Creative department to generate media for social media posts and events.
* Keep a running inventory of YAM event materials and merchandise.
* Update the YAM event calendar with upcoming events that group leaders and staff plan.
* Fill out facility and event request forms for upcoming events.
* Keep a stock of volunteer gifts *(ex. gift cards, thank you cards, event merch, etc*.)
* Order/send cards/gifts to team members and young adults
*(ex., b-day, Christmas, thank you, college care packages, baby gifts, meal train sign-ups, etc.).*

Communication:

* Manage and post on the social media pages *(ex. Facebook, Instagram, TikTok, etc.)*
* Upcoming event promotion and invitation via social media, WhatsApp groups, email, etc.
* Volunteer reminders and coordination for those involved in discipleship programs and events.
* Work with Connections/Communities to help young adults assimilate and take next steps.

Leadership:

* Help organize and facilitate YAM events.
* Accompany the Young Adult Pastor during meetings when requested.
* Attend and participate in assigned staff meetings and departmental/church-wide events.
* Assist in monitoring the overall health of the Young Adult Ministry and team members.
* Perform all other duties as assigned under the general direction of the Young Adult Pastor.
* Collaborate with the YA and SM Pastors to help connect High School Seniors to YA Ministry.
* Meet weekly with the Young Adult Pastor for check-ins, project updates, and planning.

**QUALIFICATIONS:**

* Have an intimate and growing personal relationship with Jesus Christ.
* Demonstrated a lifestyle that is consistent with Biblical principles.
* Clear demonstrated commitment to Crossroads (membership required).
* A team player. Able to serve collaboratively with multiple leaders.
* Knowledge of standard office equipment / proficiency in MS Word, MS Excel, and MS Outlook.
* Ability to prioritize projects and strong problem-solving skills.
* Good research skills and attention to detail.
* Excellent written and verbal communication skills are required.
* Excellent organizational skills. Highly organized and strategic.
* Ability to stay up to date on social media trends and styles.
* Multitasks well and keeps a positive attitude under pressure.
* Has a heart to share Jesus with Young Adults.
* 2+ years of hands-on administrative support experience is preferred.

 **PROJECTED WEEKLY HOURS BREAKDOWN (10 Hours)**

OFFICE HOURS

Admin Work **(2)**

One-on-One Meeting/All-Staff Meetings **(1)**

Accompanying Young Adult Pastor to meetings with Young Adults **(2)**

Event Prep **(1-2 Depending on the event)**

HOME/OFFICE

Social Media Post Scheduling **(1)**

Social Media Message Response **(1)**

Social Media Trend Study **(1)**

**TOTAL: 10 Hours**

*\* Disclaimer: During major events, hourly breakdowns will not be consistent. Certain events may result in comp time.*