

Youth Assistant

Status: Full time, Salary

About This Role

Provides support to the ministry of Grace Place Youth by partnering with the Youth Pastor through organization, planning, and execution to be efficient and effective in reaching the middle and high school students in the community and at Grace Place.

Primary Responsibilities and Tasks

Estimated breakdown of responsibilities will be 80% administrative, 20% pastoral.

1. Provide administrative support to the Youth Pastor.
2. Assist in the planning, implementation, and organization of weekly Youth Ministry gatherings.
3. Be the primary pastoral support for female students within the ministry.
4. Provide support in organizing and planning special events related to the Youth Ministry.
5. Assist in the consistent communication to parents, leaders, and students through regular email campaigns and maintaining the Grace Place Youth social media.
6. Assist in the preparation of the annual Youth Ministry calendar.
7. Work closely with other members of staff to ensure proper communication and promotion of Youth Ministry events.
8. Manage and maintain the Youth Ministry budget.

Strengths & Skillset

1. Exhibit a strong commitment to the Christian faith and making disciples of Jesus Christ.
2. Able to prioritize, use initiative, and work proactively.
3. Administrative skills and ability to work independently without supervision.
4. Strong attention to detail.
5. A self-starter who is good at multitasking and prioritizing projects.
6. A heart for students in middle and high school.
7. Is teachable and doesn't shy away from offering insight.

Your Team

This position reports to the Youth Pastor.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Grace Place Church.

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income toward the mission and vision of Grace Place Church.

- Be loyal to the vision and staff of Grace Place Church and always protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to Grace Place Church.

Your Schedule

This is a full-time, salaried position.

Primary responsibilities are Sunday morning/nights, flexible weekly schedule in-office, and strategic events throughout the year. Strategic events may include day events, weekend engagements, or longer trips throughout the year. This position is expected to utilize flex-time on Monday mornings, after events, and after high-volume seasons of ministry. For events and trips, at least 1/2 of the time spent at the event or trip is to be taken as flex-time. (Ex. 1 day event = 1/2 day flex-time; 4 day trip = 2 days of flex-time, etc.)