



## MINISTRY COORDINATOR FOR YOUNG ADULTS

**Department:** Discipleship

**Reports To:** Executive Director of Ministry

**Hours/Week:** 40 Hours/Week

**FLSA Status:** Non-Exempt

**Schedule:** Sunday-Thursday, some evenings, weekends, & overnights

**Job Class:** Ministry Coordinator

**Benefit Eligibility:** Full Time Benefited

**Location:** UPC Main Campus

**Wage:** \$48,000 to 50,000 annual

### SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position leads the development of ministry to Young Adults with a particular focus on those that are 21-30 years old. This primarily includes recent graduates and or/young professionals.

### RESPONSIBILITIES

- Envisions and coordinates outreach to Young Adults.
  - Collaborates with UPC's College ministry (The Inn) and other college ministries in the greater Seattle area, to transition college students into Young Adult ministry.
  - Develops a Young Adult Ministry Core Team of lay leadership for small groups and weekly fellowship, including recruiting, training, and discipling.
  - Actively reaches out to the Young Adult community in Seattle and University District to develop relationships and draw them into the community of faith.
- Supports, connects, and engages with Young Adults.
  - Coordinates/leads a weekly fellowship meeting: teaching 1-2x month, provides food and organization for meals and refreshments.
  - Welcomes new-comer young adults: replying to connect cards, taking newcomers out to coffee to help them find ways to connect into the broader life of the church.

- Facilitates Small Group(s) and supports Community Group connections.
- In partnership and coordination with the Director of Discipleship, develops and implements a pathway of discipleship tailored to the unique season of Young Adult life.
- Coordinates administrative functions of Young Adult ministry.
  - Develops yearly financial plan in collaboration with the Director of Discipleship:
  - Responsible for day-to-day management of financial plan.
  - Prepares and processes reimbursement requests.
  - Manages room reservations and set up needs for ministry programs and special events.
  - Manages database needs (with Database Administrator) including data input, organizing information, and reports.
  - Evaluates need and implementation of recruiting a Young Adults intern.
- Participates in UPC worship, community, and mission.
  - Attends department and UPC staff meetings
  - Participates in corporate worship at UPC.
  - Actively engage in hospitality.
- Manages Young Adult communications.
  - Updates website with Young Adult content;
  - Creates and sends weekly newsletter;
  - Maintains social media presence by posting to Facebook and Instagram.
- Other duties as assigned.

## QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Associate's/Bachelor's degree preferred.
- Minimum of 1 year experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Experience with Planning Center and other church database a plus.
- Familiarity with social media outlets.
- Proven project management ability.
- Proven event planning ability.
- Able to call and gather others (engage in "attractational ministry").
- Teachable spirit.
- Open to receive, and apply, coaching and feedback.

- Demonstrated ability to develop disciples as leaders.
- A self-starter who is also gifted at being a team-player.
- Able to create, present, inspire others, and execute a plan to grow their areas of responsibility.

## **PHYSICAL REQUIREMENTS**

- Physical ability to walk stairs, work on feet or sit for extended time, and lift 20 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.
- Energy and enthusiasm for a varied work schedule (late nights/early mornings), including Sundays.

## **SPECIAL/OTHER**

This position requires some travel, overnights, and a flexible schedule to respond to Ministry needs.