

**Young Life Office Administrator/Direct Ministry Associate**  
**JOB DESCRIPTION**

**Status:** Part Time, Paid

**Reports to:** Area Director

**Start Date:** October 1st, 2015

**Position Summary:** Dual role consisting of both administrative and ministerial support.

**Time Commitment:** 20 hours a week.

**Responsibilities:**

**Administrative support**

- Sending, opening, sorting mail, etc.
- Maintaining Mailing Lists, Databases and Calendars
- Information sharing through Emails, Newsletters, Social Media.
- Communicating with staff, volunteers and the community (parents and kids)
- Run errands: post office, purchasing club supplies, etc.
- Basic accounting: submitting and tracking expenses

**Ministerial Duties:**

- Must fill one of the following roles: 1) Senior lead on a team, 2) Help start a new club, 3) Lead at two schools
- Be active in reaching kids (contact work) 2 times a week.
- Involvement in and possible leading of Campaigner (discipleship) meetings with excellence as assigned by the area director.
- On a regular basis, meet with volunteer leaders.
- Attend area meetings
- Learn basic principles of recruitment and training of new leaders.
- Attend occasional committee and adult functions as assigned.

**Qualifications:**

- Must have prior Young Life knowledge and experience
- College degree preferred
- Excellent communication skills
- Must be able to work as a team with the other staff and also able to take ownership of projects, deadlines and tasks once trained.
- Have a high-tolerance for flexibility as staff and volunteer needs change frequently, which directly impacts actual tasks/duties on a day-to-day basis.
- Able to manage a diverse list of responsibilities and duties while maintaining good communication for and with the Young Life staff.
- Flexible hours based on tasks and time of year.
  - Must be proficient in: Microsoft Office — especially Word and Excel.
  - Access to Computer, Internet, and Email is essential.

**Additional Requirements:**

- Driver's license and Reliable transportation

**How To Apply:**

Applicants should submit all of the following: 1) cover letter 2) résumé 3) schedule of availability by email to [midpenyounglife@gmail.com](mailto:midpenyounglife@gmail.com)