

FRIENDS CHURCH

Young Adults Associate Director Yorba Linda Campus Full-Time (30 hours a week)

JOB PURPOSE

To serve the church by providing pastoral and operational leadership to Young Adults Ministry in partnership with Young Adults/Sunday PM Service Director

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Partner with Young Adults and Sunday PM service Director in overseeing all aspects of Young Adults Ministry
- Define and evaluate Young Adults Ministry mission, vision, strategy, and goals
- Identify, develop, and multiply Young Adult leaders and adult volunteers for ministry
- Recruit, equip, and shepherd Life Group leaders
- Oversee training, development and deployment of Young Adults Serve team leaders
- Plan and lead weekly Sunday PM gathering for Young Adults
- Coordinate and lead event planning for all Life Groups
- Meet with Young Adults for discipleship and mentoring with a primary focus on building relationships with the female participants in the group
- Assist in Young Adults budget management
- Create Young Adults marketing content, maintain website, manage social media platforms, and texting systems
- Partner with other pastors to connect Young Adults to the larger Friends Church family

Other Duties and Responsibilities:

- Participate in all-church Group Life series as requested
- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees and active participants in the ministries of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor's degree in related field and a minimum three to five (3-5) years-experience in ministries; or equivalent combination of education and experience. Must become commissioned through FCSW.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*
The noise level in the work environment is usually moderate.

If this role might be right for you, please send your cover letter and resume to Dana Anderson at danaa@friends.church