

# Mission Presbytery Youth and Young Adult Advocate

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**Purpose:** To demonstrate deep faith as a disciple of Jesus Christ, love for the Gospel and the Church and to communicate the purpose of Mission Presbytery. The Youth and Young Adult Program Director provides leadership, direction and administration for all Mission Presbytery youth, young adult and campus ministries, fostering trust, building relationships and joining with the youth and young adults of the Presbytery in the creative and new work of the Spirit. The Youth and Young Adult Program Director supports and advances youth and young adults of Mission Presbytery by working with them in programs and events including but not limited to **Triennium, Main Event, Midwinters Youth Conferences, and Youth at Presbytery coordinating with John Knox Ranch and MoRanch for specific events.**

**Status:** This position is a salaried, full-time, exempt position, reporting to the General Presbyter of Mission Presbytery.

## Essential Functions and Responsibilities:

1. **Youth, Young Adult and Campus Ministries Management –**
  - a. **Leadership** – Working with the Youth Connections Committee (YCC), leads the Presbytery's Youth and Young Adult Programs. Facilitates the development and implementation of creative plans throughout the Presbytery for church youth and young adults' redevelopment, including transitions in structure, programming and/or staffing. Facilitate connections between congregations' youth and young adults and YCC so they may share support, encouragement and ideas and grow in relationship with each other and the church.
  - b. **Relationships** – Facilitates kinship between all who are called to service with youth and young adults by initiating relationships and by embodying an approachable, genuine and trustworthy presence.
  - c. **Communications** – Practices and encourages transparent communication with youth and young adults. Facilitates, advocates, supports, and interprets the work of Mission Presbytery and the PC(USA) to youth and young adults through personal engagement with them. Facilitates and nurtures collegial and collaborative relationships with the Mission Presbytery Office Staff as they provide administrative support.
  - d. **Conflict Management** – Addresses challenges and conflicts when necessary by displaying a deliberate and respectful non-anxious presence to the parties in conflict. Maintains open dialogue with those in discord, preserves unity, facilitates consensus and nurtures trust. Encourages and equips youth and young adult leadership to respond to the gifts and challenges of ministry including those in multicultural settings.
2. **Youth, Young Adult and Campus Ministries Administration –**
  - a. **Program Development** – Works with youth and young adult volunteers to develop new and creative programs and events to further the work of Jesus Christ, bringing young people together in worship, praise and evangelism wherever they are located, in churches, camps and campuses.
  - b. **Event and Meeting Planning** – Coordinates with all youth and young adult volunteers, YCC and the Presbytery, and organizes all monthly, quarterly, annual, and triennial events and the corresponding preparation meetings, to ensure well planned meetings and events.
  - c. **Event Registration** – Works with MP Staff, youth and young adult volunteers to ensure all registration administration is accomplished in a timely fashion, so that all event attendees have a smooth and uplifting experience.
  - d. **Event Logistics** – Works with all youth and young adult volunteers to ensure all logistical requirements are accomplished for each event, such as location set-up with media equipment, transportation and travel coordination, event schedule, keynote speaker recruitment and attendance logistics, and food arrangements as necessary.
  - e. **Event Marketing** – Organizes and acquires local promotions for events such as media communications, posters and pamphlets, sources and purchases appropriate marketing items such as buttons or pins, tee-shirts, drinking cups, etc.

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- f. **Budget Management** – Manages the use of budgeted funds ensuring fiduciary responsibilities are recognized and followed. Works closely with the MP Accountant/Bookkeeper to manage the budget and resources of the Presbytery. Works closely with MP Office Staff to ensure scholarship applications and awards are administered and announced promptly according to Mission Presbytery procedures.

**Preferred Qualifications and Characteristics:** To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ.
- Requires ordination as a Ruling Elder with a bachelor's degree in education or a related field with three to five years related experience and/or training or an equivalent combination of education and experience. Certification as a Christian Educator preferred.
- Bilingual communications ability in Spanish and English preferred, both verbal and written.
- Demonstrates knowledge of PC(USA) constitution, theology, history and polity.
- Demonstrates knowledge of parliamentary procedure, particularly Robert's Rules of Order.
- Demonstrates ability to lead and encourage young people as well as the ability to work collegially and pastorally with Teaching Elders, Christian Educators, Ruling Elders, Commissioned Ruling Elders and members of congregations.
- Demonstrates ability to communicate in a gracious manner, protecting confidentialities and building relationships especially with young people.
- Demonstrates ability to creatively solve problems.
- Demonstrates ability to work with a computer using software such as Microsoft Office, Google products and Access.
- Demonstrates ability to manage multiple projects, completing work on time and within budget.
- Demonstrates ability to travel overnight on a more than occasional basis, up to 40% of the time; maintains a valid driver's license and vehicle insurance.
- Demonstrates ability to pass all Presbytery background screening requirements.

### **Physical Demands and Work Environment:**

The physical demands and work environment 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 individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to find, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles. Additionally, there is a travel requirement that may require overnight stays. The noise level in the work environment is usually moderate, as in a typical office environment but may be loud during certain events.