



eastside

CHRISTIAN CHURCH

JOB DESCRIPTION

<input type="checkbox"/> NEW	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> EXEMPT
<input type="checkbox"/> #REVISED	<input type="checkbox"/> PART TIME	<input type="checkbox"/> NON-EXEMPT

TITLE: YA/Internship Associate

LEADERSHIP LEVEL: Coach

DEPARTMENT: Young Adult/Internship

MANAGER: Charles

DIRECT REPORT: N/A

POSITION SUMMARY:

The Ministry Associate, Young Adults (YA)/ Internship is responsible to create connections and friendships within Eastside's community through ministry specifically targeted to YA and Interns. This position ensures that the YA of Eastside are being disciplined and connecting to the church at large demonstrated by joining small groups, being baptized, serving and leading on various ministry teams. This position manages day-to-day administrative tasks for maintaining relationships with current and new volunteers, colleges, and coaches as it pertains to both the internship and Eastside's Young Adult Ministry.

PRIMARY RESPONSIBILITY:

- Partners with Young Adult Director and high capacity changemakers in building strategic on ramps to the young adult ministry and Internships at Eastside
- Organizes + plans events for young adults and internships
- Drives data management (forms, sign ups, groups, etc.) ensuring accuracy. Ensures follow-ups or next steps are happening with every individual request.
- Collaborates + Coordinates with other departments to plan, promote and report on YA stories of transformation and initiatives.
- Maintains frequent communication with interns using relational and pastoral leadership skills.
- Ensures that all responsibilities are completed in a purposeful, strategic and focused manner that points people to Jesus.
- Acts as a servant by inviting, discipling, training and equipping others to serve. Leads through example and commits to thanking at least one volunteer on a weekly basis.
- Acts with a sense of ambitious urgency, ensuring all work is completed wisely and impactfully. Time is a gift from God.
- Maintains an openness to being a learner by committing to continuous self, spiritual and professional development.

QUALIFICATIONS: Prerequisites, Education, Experience, Leadership Level Completion)

- Philosophically aligned with Eastside's Mission, vision and strategy.
- Fulfills character qualifications as highlighted in 1 Timothy and Titus. Pursues a deeper relationship with Christ and greater spiritual growth through prayer, the gospel, and community. Is a disciple.
- Proven ability to project manages events.
- Proven ability to work with accuracy and excellence.
- Bachelor's degree or other degrees are an asset
- Experience in serving the local Church is an asset but is not limited to vocational ministry.
- Jesus-focused: lives, bleeds and understands the gospel and can speak to it into the lives of young adults and college age students.
- Proven ability to identify, recruit, develop, and oversee leaders.
- Strong attention to detail while managing multiple projects + tasks
- Strong written communication skills and ability to interact well through various communication platforms (online + in person)
- Desire to work with and alongside young adults for long periods of time

KNOWLEDGE/ESSENTIAL SKILLS: (Special Skills, Abilities, and Physical needs for Specific Role)

Demonstrated competencies are:

- **Relationship Builder:** *Acts as a shepherd by caring for and ministering to the unique needs of YAs, students and coaches. Develops, maintains and strengthens relationships along with the ability to provide assistance and support where needed. Takes the time to build rapport and establish a common bond, introducing individuals into the ministry streams and ensures they are connected in the correct way.*
- **Thoroughness:** *Ensures that one's own work and others are complete and accurate. Follows up to ensure that agreements and commitments have been fulfilled. Able to plan ahead and be on top of timelines. Delivers an experience to the YA audience that is consistent with the Village standard of excellence.*
- **Communication:** *Able to express oneself intelligently, clearly and concisely in conversations, and interactions. Be online, in text, or leading groups from the front. Tailors the content to the level and experience of the audience. Ensures relevant information is passed onto appropriate stakeholders.*
- **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 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 employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds 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.*

TIME COMMITMENT: (Expected weekly hours of work for role)

- **Weekly 25 hours:**
 - *Time will be split between the Eastside Internship and Young Adult ministry as needed in each season.*

Eastside Christian Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.

General Sign Off

The employee is expected to adhere to all Church policies and to act as a role model in the adherence to Church policies.

I have read and understand this explanation and job description.

_____ *Date*

Incumbent Name (Print)

_____ *Date*

Incumbent Name (Signature)

_____ *Date*

Department Head (Signature)

_____ *Date*

Team Leader (Signature)

_____ *Date*

Executive Approval (Signature)*

** Copy included in personnel file*